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From: Commandant of the Marine Corps
To: Distribution List

Subj: AMMUNITION TECHNICIAN/OFFICER TRAINING AND READINESS MANUAL,
(SHORT TITLE: AMMO T&R MANUAL)

Ref: (a) MCO P3500.72A
(b) MCO 1553.3A
(c) MCRP 3-0A
(d) MCRP 3-0B

Encl: (1) Locator Sheet

1. PURPOSE. Per reference (a), this Directive establishes training standards, regulations, and practices regarding the training of Marines and assigned Navy personnel whose primary mission is the handling of ammunition and explosives. This T&R Manual identifies core entry-level training requirements for MOS 2311 and 2340.

2. INFORMATION

a. The training events in this Directive will be used to standardize unit training, focus on Mission Essential Tasks, and establish a framework for assessment of unit and individual training readiness throughout the community. The T&R Manual includes unit and individual training standards to be used by unit commanders and formal schools for the development of training plans, curricula, and records of training accomplished in order to establish a framework for identifying training achievements, training gaps, and objective assessments of readiness associated with the training of Marines.

b. CG, TECOM will update this T&R Manual as necessary to provide current and relevant training standards to commanders. Commanders will incorporate these training events into their training plans to the extent that the events support their unit's mission essential tasks and to the extent that time and other resources are available.

c. All questions pertaining to the Marine Corps Ground T&R Program and Unit Training Management should be directed to: Commanding General, TECOM GTB (C 469), 1019 Elliot Road, Quantico, VA 22134.

3. SCOPE

a. Commanders will review, update, and submit unit Mission Essential Task Lists (METL) per references (b) and (c).

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b. Per reference (b), commanders shall conduct an internal assessment of the unit's ability to execute each MET and prepare a definitive plan of attack to achieve MET proficiency by developing long-, mid-, and short-range training plans to achieve proficiency in each MET.

c. Using this T&R Manual and other pertinent references, commanders will conduct evaluations (informal and formal) of their unit's ability to accomplish their METs. These training evaluations will be conducted at appropriate points in the unit's training cycle to determine MET proficiency and adjust training priorities.

d. Formal school directors and commanders will establish or review programs of instruction (POI) per reference (d) to ensure compliance with core individual training requirements as set forth in this Directive.

4. COMMAND. This Directive is applicable to the Marine Corps Total Force.

5. CERTIFICATION. Reviewed and approved this date.



K. J. STALDER
By direction

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AMMUNITION TECHNICIAN/OFFICER T&R MANUAL

CHAPTER 1

USER'S OVERVIEW

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CHAPTER 1

OVERVIEW

1000. INTRODUCTION

1. The Training and Readiness (T&R) Program is intended to become the Corps' primary tool for planning, conducting, and evaluating training, and for assessing training readiness. The Operating Forces and supporting establishment have developed Mission Essential Task Lists (METLs) for ground communities using Marine Corps doctrine, Table of Organization (T/O) missions, Operational Plans, Contingency Plans, and Tactics, Techniques, and Procedures. T&R Manuals are built around these service-level METLs; all events contained in T&R Manuals relate directly back to this METL. The comprehensive T&R Program ensures the Marine Corps continues to improve its combat readiness by training more efficiently and effectively. Ultimately, this will enhance the Marine Corps' ability to accomplish all assigned missions.

2. The T&R Manual is a single document that seeks to capture the collective and individual training requirements to prepare units to accomplish their combat mission. The T&R Manual is not intended to be an encyclopedia that contains every minute detail of how to conduct training. Instead, it seeks to provide a framework, linked to a myriad of references, in order to provide a baseline to design, conduct, and assess training that Marines must be able to perform in combat. The T&R Manual is a fundamental tool for commanders to build and maintain unit combat readiness. Using this tool, commanders can construct and execute an effective training plan that supports the unit's METL. More detailed information on the Marine Corps Ground T&R Program may be found in MCO P3500.72A.

1010. CORNERSTONE ORDERS. Guidance for all training and evaluation in the Marine Corps, from entry-level training at the formal schools to advanced Professional Military Education for senior enlisted and officers, is found in the Cornerstone Orders. All training and evaluation programs throughout the Marine Corps were designed based on the guidance provided in these orders. The Cornerstone Orders are:

- MCO 1553.1B, The Marine Corps Education and Training System
- MCO 1553.2A, Management for Marine Corps Formal Schools and Training Centers
- MCO 1553.3A, Unit Training Management
- MCO P1553.4A, Professional Military Education

1020. ORGANIZATION

1. The Ammunition Technician/Officer T&R Manual is a community-based manual, written to support the Ammunition community. The manual is not intended, nor should it be used as a stand-alone document. The manual is organized in five chapters.

a. Chapter 1 is an overview of the Marine Corps's Training and Readiness program. It consists of elements common to all MOSs that are pertinent to successful implementation of a Training and Readiness program. Chapter 1 also outlines the organization and key elements of the Ammunition Technician/Officer T&R Manual, with explanations of each key element.

b. Chapters 2 and 3 consist of the Mission Essential Tasks and collective training events for the ammunition community. Collective Training Events are arranged by event code under the appropriate supported MET. Indexes of collective events arranged by levels and functional areas are included for easy referencing.

c. Chapter 4 consists of the Individual Training Events for the Ammunition Technician (2311 Occupational Field). Events are arranged by MOS/EVENT CODE. Indexes of the individual events arranged by levels and functional areas are included for easy referencing.

d. Chapter 5 consists of Individual Training Events for the Ammunition Officer (2340 Occupational Field). Events are arranged by MOS/EVENT CODE. Indexes of the individual events arranged by levels and functional areas are included for easy referencing.

1030. T&R EVENT CODING. T&R events are coded for ease of reference. Each event has a 4-4-4-digit identifier. The first four digits represent either the Community or the MOS (AMMO, 2311 or 2340). The second four digits represent the functional or duty area (Administration (ADMN), Combat Service Support Operations (CSSO), Explosives Safety (EXPS), PSical Security (PS), Planning (PLAN), and Receipt, Segregate, Store and Issue (RSSI). The last four digits represent the level and sequence of the event. The T&R levels are shown in figure (1). An example of the T&R coding used in this manual is shown in figure (2).

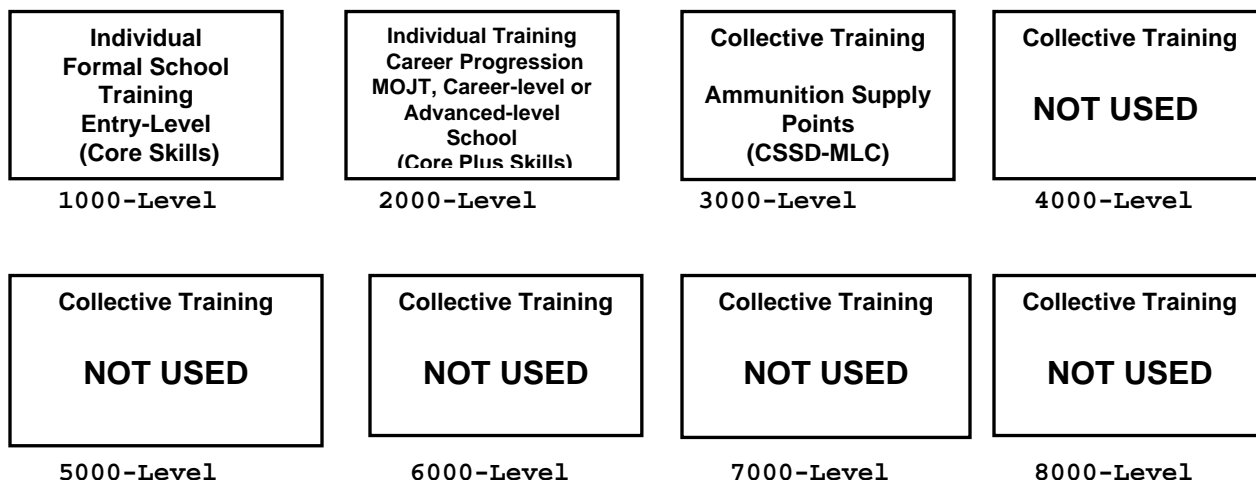


Figure 1: T&R Event Levels

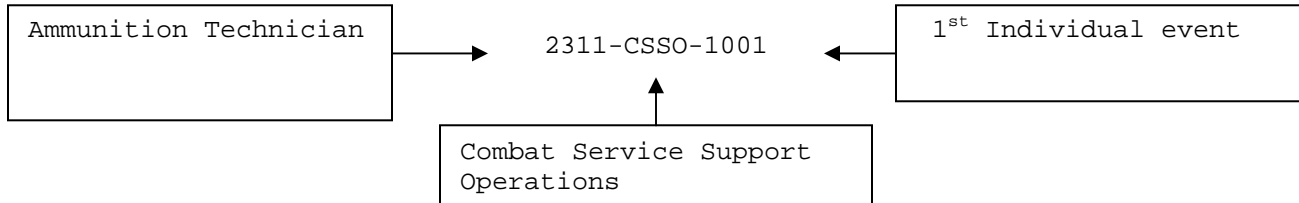


Figure 2: T&R Event Coding

1040. EVALUATION-CODED (E-CODED) EVENTS

1. With limited time and material resources, it is imperative that commanders prioritize training in order to ensure their units are trained in those skills essential to accomplishing their mission. To assist with prioritization, certain events in the T&R manual are Evaluation-Coded (E-Coded). Only significant events (collective or individual) that are critical components of a MET or are key indicators of a unit's readiness are E-Coded. Only E-Coded events are used to calculate Combat Readiness Percentage (CRP) for each MET.

2. Per MCO 1553.3A, all commanders in the operating forces are required to develop a unit METL based on the Universal Joint Task List (UJTL), Universal Navy Task List (UNTL), Marine Corps Task List (MCTL), doctrine, T/O mission statement, higher headquarters' METLs, contingency plans and the assigned mission. The use of a METL-based training program allows the commander discretion in training and makes the T&R Manual a training tool rather than a prescriptive checklist.

3. Typically, not all units will have an identical METL, based on environmental factors, roles and missions, and training focus. Therefore, only E-Coded events that support a unit's approved METL will be used to calculate CRP. The commander, based on his higher headquarters METL and the assigned mission, develops the METL for the unit. For example, there may be a total of seven METs in the T&R Manual, but only five are on the commander's approved METL for his specific unit. Unit CRP is based on only the five events on the approved METL.

1050. COMBAT READINESS PERCENTAGE (CRP) CALCULATION

1. Unit training plans shall be designed to accomplish the events that support the unit METL while simultaneously sustaining proficiency in individual core skills. Using the Ammunition Supply Point model, the ASP (3000-level) has events that directly support a MET on the unit's METL. These events are E-Coded and are the only events that contribute to unit CRP. This is done to assist commanders in prioritizing the training toward their unit's METL, taking into account resource, time, and personnel constraints.

2. Unit CRP increases after the completion of E-Coded events. The number of E-Coded events for the MET determines the value of each E-Coded event for that particular MET. All E-Coded events have equal value for CRP calculation. For example, if there are four E-Coded events for a MET, each is worth 25% of MET CRP. If a MET has eight E-Coded events, then each is worth 12.5%. MET CRP is calculated by adding the percentage of each

completed E-Coded training event. The percentage for each MET is calculated the same way and all are added together and divided by the number of METS to determine unit CRP. For ease of calculation, we will say that a MET has four E-Coded events; each contributes 25% towards the completion of the MET. If the unit has completed three of the four E-Coded events for the MET, it has attained 75% CRP for that MET. The CRP for each MET is added together and divided by the number of METS to get unit CRP; unit CRP is the average of MET CRP. For example:

MET 1: 75% (3 of 4 E-Coded events trained)
MET 2: 100% (6 of 6 E-Coded events trained)
MET 3: 25% (1 of 4 E-Coded events trained)
MET 4: 50% (2 of 4 E-Coded events trained)
MET 5: 75% (3 of 4 E-Coded events trained)

To get unit CRP, simply add the CRP for each MET and divide by the number of METS:

MET CRP: $75 + 100 + 25 + 50 + 75 = 325$

Unit CRP: $325 \text{ (total MET CRP)} / 5 \text{ (total number of METS)} = 65\%$

1060. T&R EVENT COMPOSITION

This section explains each of the components of a T&R event. These items will be included in all of the events in each T&R Manual. Community-based T&R Manuals will have several additional components not found in unit-based T&R Manuals.

a. Event Code. The event code is a 4-4-4-character set:

1. First 4 characters indicate MOS or Community (e.g., 2311, 2340, or AMMO)
2. Second 4 characters indicate functional or duty area (e.g. ADMN, CSSO, RSSI, PLAN, EXPS or PS).
3. Third 4 characters indicate the level and sequence (1000 through 8000)

b. Title. This is the name of the event.

c. Evaluation Coded. This is a "yes/no" category to indicate whether or not the event is E-Coded. If yes, the event contributes toward CRP of the associated MET. The value of each E-Coded event is based on number of E-Coded events for that MET.

d. Supported MET(s). List all METs that are supported by the training event.

e. Sustainment Interval. This is the period, expressed in number of months, between evaluation and retraining requirements. Skills and capabilities acquired through the accomplishment of training events are to be refreshed at pre-determined intervals. Adherence to these intervals ensures the unit and Marines of the unit maintain proficiency.

f. Billet. Each individual training event will contain a list of billets within the community that are responsible for performing that event. Each commander has the flexibility to shift responsibilities based on the organization of his command. These designated billets are based on recommendations from the collective subject matter expertise that developed the manual and are listed for each event.

g. Grade. List the rank(s) at which Marines are required to complete the event.

h. Description. Provide a description of event purpose, objectives, goals, and requirements. It is a general description of an action requiring learned skills and knowledge.

i. Condition. The condition(s) set for real world or combat circumstance in which the task is to be performed. They indicate what is provided (equipment, tools, materials, manuals, aids, etc.), environmental constraints or conditions under which the task is performed, and any specific cues or indicators to which the performer must respond. When resources or safety requirements limit the conditions, this should be stated.

j. Standard. The performance standard indicates the basis for judging the effectiveness of the performance. It consists of a carefully worded statement that identifies the proficiency level expected when the task is performed. The standard provides the minimum acceptable performance parameters and must be strictly adhered to. The standard for collective events will likely be general, describing the desired end-state or purpose of the event. The standard for individual events will more specifically describe to what proficiency level, specified in terms of accuracy, speed, sequencing, quality of performance, adherence to procedural guidelines, etc., the event is to be accomplished.

k. Event Components/Performance Steps. Describe the actions composing the event of, or provide a list of subordinate, included T&R event codes and event descriptions. The event components help the user determine what must be accomplished and to properly plan for the event. Event components are used for collective events; performance steps are used for individual events.

l. Prerequisite Events. Prerequisites are academic training or other T&R events that must be completed prior to attempting the task. They are lower-level events or tasks that give the individual/unit the skills required to accomplish the event. They can also be planning steps, administrative requirements, or specific parameters that build toward mission accomplishment.

m. Chained Events. Collective T&R events are supported by lower-level collective and individual T&R events. This enables unit leaders to effectively identify subordinate T&R events that ultimately support specific mission essential tasks. When the accomplishment of any upper-level events, by their nature, result in the performance of certain subordinate and related events, the events are "chained." The completion of chained events will update sustainment interval credit (and CRP for E-Coded events) for the related subordinate level events.

n. Related ITSSs. Related Individual Training Standards support the event being described.

o. Initial Training Setting. All individual events will designate the setting at which the skill is first taught, either at formal school (FS), in the Operational Forces as MOJT, or via a distance learning product (DL).

p. References. The training references shall be utilized to determine task performance steps, grading criteria, and ensure standardization of training procedures. They assist the trainee in satisfying the performance standards, or the trainer in evaluating the effectiveness of task completion. Since T&R Manuals provide only a training outline, references are key to developing lesson plans and adding specificity, like performance steps, related doctrine, or other detailed information.

q. Distance Learning Products. Examples of distance learning products are Individual Multimedia Instruction, Computer-Based Training, Marine Corps Institute, etc. These are included when the event can be taught via one of these media methods vice attending a formal course of instruction or receiving MOJT.

r. Support Requirements. This is a list of the external and internal support the unit and Marines will need to complete the event. This is a key section in the overall T&R effort, as resources will eventually be tied directly to the training towards METS. Future efforts to attain and allocate resources will be based on the requirements outlined in the T&R Manual. The list includes, but is not limited to:

- Range(s)/Training Area
- Ordnance
- Equipment
- Materials
- Other Units/Personnel

s. Miscellaneous. Provide any additional information that will assist in the planning and execution of the event. The list may include, but is not limited to:

- Administrative Instructions
- Special Personnel Certifications
- Equipment Operating Hours
- Road Miles

1070. UNIT TRAINING

1. The training of Marines to perform as an integrated unit in combat lies at the heart of the T&R Program. Unit readiness and individual readiness are directly related. Individual training and the mastery of individual core skills serve as the building blocks for unit combat readiness. A Marine's ability to perform critical skills required in combat is essential; however, it is not necessary to have all individuals within an organization fully trained in order for that organization to accomplish its assigned tasks. Manpower shortfalls, temporary assignments, leave, or other factors outside the commander's control, often affect the ability to conduct individual

training. Regardless of current manning, the unit must maintain the ability to accomplish its assigned mission.

2. Commanders shall ensure that all tactical training is focused on their combat mission. The T&R manual serves as a tool to help develop the unit's training plan. Tactical training shall support the unit METL and be tailored to meet T&R standards. Commanders at all levels are responsible for effective combat training.

3. Commanders shall provide personnel the opportunities to attend formal and operational level courses of instruction as outlined in this Manual. Attendance at formal courses should enhance the war fighting capabilities of the unit as determined by the unit commander.

1080. REQUIREMENTS FOR COLLECTIVE TRAINING. Collective training shall serve to achieve standards of unit proficiency required to accomplish wartime missions. Subject to such constraints as safety requirements and limits on space for training, all collective training shall be conducted under conditions and rates of activity that most closely mirror those the units being trained may encounter in combat. When constraints limit the use of realistic training conditions, simulation and other products of training technology shall be used as applicable to enhance realism. Collective training, to the degree feasible, shall include electronic warfare activity; nuclear, biological, and chemical defense activity; and the periodic use of opposing forces trained in the tactics of potential adversaries. All collective training exercises shall emphasize realistic performance of the functions of individual personnel in the exercising units. Support units shall be integrated into exercises for realistic training in their wartime supporting roles.

1090. NUCLEAR, BIOLOGICAL, CHEMICAL (NBC) TRAINING. All personnel assigned to the operating force must be trained in Nuclear, Biological, and Chemical Defense (NBCD) in order to survive and continue their mission in an NBC environment. Individual proficiency standards are defined as survival and basic operating standards. Survival standards are those that the individual must master in order to survive NBC attacks. Basic operating standards are those that the individual, and collectively the unit, must be capable of performing to continue operations in an NBC environment. In order to develop and maintain the ability to operate in an NBC environment, NBCD training should be an integral part of the training plan and events in this T&R Manual should be trained under NBC conditions whenever possible. All units must be capable of accomplishing their assigned mission in a contaminated environment.

1100. NIGHT TRAINING. While it is understood that all personnel and units of the operating force must be capable of performing their assigned mission in "every clime and place," current doctrine emphasizes the requirement to perform assigned missions at night and during periods of limited visibility. Basic skills are significantly more difficult when visibility is limited. To ensure units are capable of accomplishing their mission at night as well as during the day, they must train under the more difficult limited visibility conditions. All events in this T&R Manual should be conducted during the day and at night or under conditions of limited visibility. Commanders will

ensure units are capable of conducting all T&R events under conditions of darkness/limited visibility.

1110. APPLICATION OF SIMULATION. Simulators and other training devices for weapon systems and equipment shall be used when they are capable of effectively and economically supplementing training on the actual equipment. Particular emphasis shall be placed on simulators to provide training that might be limited by safety considerations or constraints on training space, time, or other resources. When deciding on simulation issues, the primary consideration shall be improving the quality of training and consequently the state of readiness. Potential savings in operating and support costs normally shall be an important secondary consideration.

1120. UNIT TRAINING MANAGEMENT

1. Unit Training Management (UTM) is the application of the Systems Approach to Training (SAT) and the Marine Corps Training Principles in a manner that maximizes training results and focuses the training priorities of the unit in preparation for the conduct of its wartime mission.

2. UTM focuses training on the tasks that are essential to a unit's wartime capabilities. The SAT process provides commanders with the requisite tools and techniques to analyze, design, develop, implement, and evaluate the training of their unit. The Marine Corps Training Principles provide sound and proven direction and are flexible enough to accommodate the demands of local conditions. They are guides that commanders can use to manage unit-training programs. The Marine Corps training principles are:

- Train as you fight
- Make commanders responsible for training
- Use standards-based training
- Use performance-oriented training
- Use mission-oriented training
- Train the MAGTF to fight as a combined arms team
- Train to sustain proficiency
- Train to challenge

3. In order to maintain an efficient, effective training program, it is imperative that commanders at every level fully understand and implement UTM. Guidance for UTM and the process for establishing effective UTM programs are contained in MCO 1553.3A, MCRP 3-0A, and MCRP 3-0B.

1130. EVALUATION OF TRAINING

1. Evaluation is a continuous process. Evaluation is integral to training management and is conducted by leaders at every level and during all phases of the planning and conduct of training. Training evaluations measure individual and collective ability to perform events specified in the respective T&R Manuals. To ensure training is efficient and effective, it is imperative that evaluation is an integral part of the training plan.

2. The purpose of formal and informal evaluation is to provide commanders with a process to determine a unit's proficiency in the tasks it must successfully perform in combat. Informal evaluations should be conducted during every training evolution. Formal evaluations are often scenario-based, focused on the unit's METs, based on collective training standards, and usually conducted during higher-level E-Coded collective events. All collective training and exercises shall be evaluated against established standards of mission proficiency for identifying and correcting deficiencies. MCO P3500.72A and MCO 1553.3A provide further guidance on the conduct of informal and formal evaluations utilizing the Marine Corps Ground T&R Program.

1140. OPERATIONAL RISK MANAGEMENT (ORM). ORM is a process that enables commanders to plan for and minimize risk while still accomplishing the mission. It is a decision making tool used by Marines at all levels to increase operational effectiveness by anticipating hazards and reducing the potential for loss, thereby increasing the probability of a successful mission. ORM minimizes risks to acceptable levels, commensurate with mission accomplishment. Commanders, leaders, maintainers, planners, and schedulers shall integrate risk assessment in the decision-making process and implement hazard controls to reduce risk to acceptable levels. Applying the ORM process will reduce mishaps, lower costs, and provide for more efficient use of resources. ORM assists the commander in conserving lives and resources and avoiding unnecessary risk, making an informed decision to implement a course of action (COA), identifying feasible and effective control measures where specific measures do not exist, and providing reasonable alternatives for mission accomplishment. Most importantly, ORM assists the commander in determining the balance between training realism and unnecessary risks in training, the impact of training operations on the environment, and the adjustment of training plans to fit the level of proficiency and experience of Marines and leaders. Further guidance for ORM can be found in MCO 1553.3A and MCO 3500.27A.

1150. BILLETS REQUIRING FORMAL SCHOOL ATTENDANCE. As Marines progress through their career, they will be assigned to billets of increasing importance and responsibility. Many of these billets require Marines to attend a follow-on formal school. The skills learned at follow-on formal schools are 2000-level T&R events. Billets requiring formal school attendance and the related schools are listed in appendix A of this manual.

1160. ACADEMIC TRAINING. Academic training is pursued after a Marine has completed core skills training at a formal school. It is the portion of individual training that is accomplished by reading pertinent books, manuals, locally created faculty development programs, and/or correspondence materials; or, by attending follow-on or advanced resident courses. Academic training may be used to accomplish some 2000-level T&R events. The academic training required for each billet is listed in appendix A of this manual.

1170. CAREER PROFESSIONAL READING. Marines must continue to strive for excellence in all they do. The career professional reading lists contained in each chapter are finite examples developed by the Subject Matter Experts who developed this manual of the vast array of materials available for

professional and career development. These voluntary reading materials are included to augment core training and help to improve the proficiency of formal school and detachment staff. The reading list is contained in appendix C of this manual.

1180. CONCLUSION. The Marine Corps Ground T&R Program continues to evolve. The vision for this program is that it will link the Uniform Joint Task List (UJTL), the Uniform Navy Task List (UNTL), and the Marine Corps Task List (MCTL) to METLs and unit training, thereby tying all training and training resources directly to unit missions. The Defense Readiness Reporting System is currently being developed and will eventually encompass Enhanced Status of Readiness and Training System. The purpose of this system is to measure and report on the readiness of military forces and the supporting infrastructure to meet missions and goals assigned by the Secretary of Defense. Training readiness in DRRS will be based primarily on METs. With unit CRP based on the unit's training towards its METs, the CRP will provide a more accurate picture of a unit's readiness. This will give fidelity to future funding requests and factor into the allocation of resources. Additionally, the Ground T&R Program will help to ensure training remains focused on mission accomplishment and that training readiness reporting is tied to the commanders' METLs.

AMMUNITION TECHNICIAN/OFFICER T&R MANUAL

CHAPTER 2

MISSION ESSENTIAL TASKS

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2000. SERVICE-LEVEL MISSION ESSENTIAL TASKS MATRIX

Below is the Service-Level Mission Essential Task List (METL) Table, which includes the designated MET number, title, and evaluation-coded (E-CODED) events that support the MET.

MET #1: Conduct Ammo Supply Point Operations	
AMMO-ADMN-3001	Account for ammunition
AMMO-CSSO-3101	Conduct ammunition disposal operations
AMMO-CSSO-3104	Establish a Field Ammunition Supply Point (FAS)
AMMO-CSSO-3103	Conduct fire fighting operations in an ammunition storage area
AMMO-EXPS-3201	Conduct hazards of Electromagnetic Radiation to Ordnance (HERO) Safe operations
AMMO-EXPS-3202	Execute Explosives Safety Program
AMMO-RSSI-3401	Prepare ammunition for shipment
AMMO-RSSI-3402	Receipt/Issue ammunition
AMMO-RSSI-3403	Store ammunition
MET #2: Conduct Combat Service Support Operations	
AMMO-CSSO-3101	Conduct ammunition disposal operations
AMMO-CSSO-3104	Establish a Field Ammunition Supply Point (FAS)
AMMO-EXPS-3202	Execute Explosives Safety Program
MET #3: Conduct Supported Unit Operations	
AMMO-ADMN-3001	Account for ammunition
AMMO-CSSO-3101	Conduct ammunition disposal operations
AMMO-EXPS-3202	Execute Explosives Safety Program
AMMO-RSSI-3401	Prepare ammunition for shipment
AMMO-RSSI-3402	Receipt/Issue ammunition
AMMO-RSSI-3403	Store ammunition
MET #4: Conduct Operational/Contingency Planning Operations	
AMMO-EXPS-3202	Execute Explosives Safety Program
MET #5: Conduct Life-Cycle Management Operations	
AMMO-ADMN-3001	Account for ammunition
AMMO-EXPS-3201	Conduct hazards of Electromagnetic Radiation to Ordnance (HERO) Safe operations
AMMO-EXPS-3202	Execute Explosives Safety Program
AMMO-RSSI-3401	Prepare ammunition for shipment
AMMO-RSSI-3403	Store ammunition

CHAPTER 3
COLLECTIVE TRAINING

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3000. PURPOSE

Chapter 3 contains collective training events for the Ammunition Technician/Officer community.

3010. EVENT CODING

Events in the T&R manual are depicted with a 12 field alphanumeric system, i.e., xxxx-xxxx-xxxx. This chapter utilizes the following methodology:

a. Field one. Each event starts with AMMO, indicating that the event is for units in the Ammunition Technician/Officer Occupational Field.

b. Field two. This field is alpha characters indicating a functional area. In this T&R Manual, the functional areas for collective training events are:

<u>Code</u>	<u>Description</u>	<u>Example</u>
ADMN	Administrative Functions	AMMO-ADMN-XXXX
CSSO	Combat Service Support Operations	AMMO-CSSO-XXXX
EXPS	Explosives Safety	AMMO-EXPS-XXXX
RSSI	Receipt, Segregate, Store and Issue	AMMO-RSSI-XXXX
PS	Physical Security	AMMO-PS-XXXX

c. Field three. This field provides the unit level at which the event is accomplished and numerical sequencing;

<u>Level</u>	<u>Number Series</u>	<u>Example</u>
AMMUNITION SUPPLY POINTS	3000	AMMO-RSSI-3003

3020. ORDNANCE REQUIREMENTS

Ordnance requirements cited in these tasks are drawn from Marine Corps Bulletin (McBul) 8011, Class V (W) Material Requirements for Training, Programmed Testing and Security.

3030. INDEX OF COLLECTIVE EVENTS BY LEVEL

Event Code	E-Coded	Event	Page
		3000 LEVEL	
AMMO-ADMN-3001	X	Account for ammunition	3-5
AMMO-CSSO-3101	X	Conduct ammunition disposal operations	3-6
AMMO-CSSO-3103	X	Conduct fire fighting operations in an ammunition storage area	3-7
AMMO-CSSO-3104	X	Establish a Field Ammunition Supply Point (FASP)	3-8
AMMO-EXPS-3201		Conduct hazards of Electromagnetic Radiation to Ordnance (HERO) Safe operations	3-9
AMMO-EXPS-3202	X	Execute Explosives Safety Program	3-10
AMMO-EXPS-3203		Store waste military munitions	3-11
AMMO-RSSI-3401	X	Prepare ammunition for shipment	3-12
AMMO-RSSI-3402	X	Receipt/Issue ammunition	3-13
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3040. INDEX OF COLLECTIVE EVENTS BY FUNCTIONAL AREA

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		ADMINISTRATION	
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		COMBAT SERVICE SUPPORT OPERATIONS	
AMMO-CSSO-3101	X	Conduct ammunition disposal operations	3-5
AMMO-CSSO-3103	X	Conduct fire fighting operations in an ammunition storage area	3-6
AMMO-CSSO-3104	X	Establish a Field Ammunition Supply Point (FASP)	3-7
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AMMO-EXPS-3201	X	Conduct hazards of Electromagnetic Radiation to Ordnance (HERO) Safe operations	3-8
AMMO-EXPS-3202	X	Execute Explosives Safety Program	3-9
AMMO-EXPS-3203		Store waste military munitions	3-10
		RECEIPT, SEGREGATE, STORE, AND ISSUE	
AMMO-RSSI-3401	X	Prepare ammunition for shipment	3-11
AMMO-RSSI-3402	X	Receipt/Issue ammunition	3-12
AMMO-RSSI-3403	X	Store ammunition	3-13
		PHYSICAL SECURITY	
AMMO-PS-3501		Execute a Physical security plan	3-15

3050. 3000 LEVEL COLLECTIVE EVENTS

AMMO-ADMN-3001: Account for Ammunition

SUPPORTED MET (S): 1, 3, 5

EVALUATION-CODED: YES

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: This event addresses the requirement for an ammunition organization (ASP/FASP) to accurately account for its ammunition stockpile.

CONDITION: Given an ammunition storage area with associated stocks and an automated or manual accounting program.

STANDARD: To maintain 100 percent accountability of assets.

EVENT COMPONENTS:

1. Establish ammunition stock records.
2. Populate the administrative characteristics of the ASP/FASP into the automated/manual accounting platform.
3. Process ammunition transaction documentation.

CHAINED EVENTS:

2311-ADMN-1002	2311-RSSI-1403	2311-ADMN-1004
2311-ADMN-1005	2311-ADMN-1006	2311-ADMN-1007
2311-ADMN-1008		

RELATED EVENTS:

AMMO-RSSI-3402	AMMO-RSSI-3403
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REFERENCES:

1. MCO 4340.1 Reporting Missing, Lost, Stolen, or Recovered (MLSR) Government Property
2. MCO 4400.150E Consumer Level Supply Policy Manual
3. MCO 8020.10 Marine Corps Ammunition Management & Explosive Safety Policy Manual
4. MCO 8023.3A Personnel Qualification and Certification Program for Class V Ammunition and Explosives
5. MCO 8025.1D Malfunction and Defect Reporting
6. MCO P4400.151 Intermediate Level Supply Management Policy Manual
7. NAVSEA OP 5 Vol 1 Ammunition and Explosive Safety Ashore
8. NAVSEA SWO20-AC-SAF-010 Transportation and Storage Data for Ammunition, Explosives and Related Hazardous Materials
9. UM 4400-15 Marine Corps User Manual (Organic Property Control)
10. UM 4400.124 SASSY Using Unit Procedures Manual

SUPPORT REQUIREMENTS:

ROOMS/BUILDINGS: Computer based training lab

EQUIPMENT: Servers Desktop workstations Printers

MATERIAL: NAVMC 10774 CARDS Automated ammunition accounting program (ROLMS) Copies of the references. Issue/Receipt transaction forms.

MISCELLANEOUS:

SPECIAL PERSONNEL CERTS: Personnel should be qualified and certified at the appropriate level pursuant to MCO 8023.3 SERIES.

AMMO-CSSO-3101: Conduct Ammunition Disposal Operations

SUPPORTED MET (S): 1, 2, 5

EVALUATION-CODED: YES

SUSTAINMENT INTERVAL: 6 months

DESCRIPTION: This event addresses the requirement for an ammunition organization to conduct combat disposal operations of ammunition.

CONDITION: Given stocks designated for combat disposal operations, appropriate equipment, supplies, the requirement to dispose of those stocks, and appropriate references.

STANDARD: To safely dispose of all identified assets via appropriate disposal method.

EVENT COMPONENTS:

1. Prepare SOP.
2. Determine the types and quantities of ammunition that will require destruction.
3. Identify the method for destruction of the item.
4. Request approval authority from the Designated Disposition Authority if required.
5. Determine the types and quantities of donor material for detonation.
6. Determine the appropriate site for the destruction event.
7. Determine appropriate safe withdraw distance.
8. Prepare the sites for the destruction event.
9. Conduct the disposal operation.
10. Coordinate sanitation of the disposal site.
11. Coordinate disposal of any residue or retrograde materiel.

CHAINED EVENTS:

2311-CSSO-1101	2311-CSSO-2103	2340-CSSO-2104
2340-CSSO-2105		

REFERENCES:

1. MCO 8020.1 Handling, Transportation, Storage, Reclassification and Disposal of Class V (W) Material
2. MCO 8020.10 Marine Corps Ammunition Management & Explosive Safety Policy Manual
3. MCO 8023.3A Personnel Qualification and Certification Program for Class V Ammunition and Explosives
4. NAVSEA OP 5, VOL 3 Ammunition and Explosives Ashore; Advanced Bases
5. NAVSEA SWO60-AA-MMA-010 Demolition Materials
6. NAVSEA SWO60-AA-MMA-020, VOL 2 Demolition Materials Obsolete and Unserviceable
7. TM 9-1300-277 General Instructions for Demilitarization/Disposal of Conventional Munitions

SUPPORT REQUIREMENTS:

ORDNANCE:

<u>DODIC</u>	<u>QUANTITY</u>
DA12 Charge, Propellant 155mm MACS M231	1
M023 Demolition Block C-4 1 1/4 lb	4
M130 Cap, Blasting Electric M6	1
M131 Cap, Blasting Non-Electric	2
M456 Cord, Detonating PETN Type I Class E	50
M670 Fuze, Blasting Time M700	100
MN08 Igniter, Time Blasting Fuse with Shock Tube	2

Note: The quantities above are per individual Marine.

RANGE/TRAINING AREA:

Facility Code 17430 Impact Area Dudded
Facility Code 17830 Light Demolition Range

EQUIPMENT: Fire fighting equipment, Gloves, M2 Crimpers, Electrical Tape, Blasting Machine

MATERIAL: Dunnage Disposal Burn Tub w/cover Diesel Fuel

UNITS/PERSONNEL: EOD support personnel

MISCELLANEOUS:

SPECIAL PERSONNEL CERTS: Personnel should be qualified and certified at the appropriate level pursuant to MCO 8023.3 SERIES.

AMMO-CSSO-3103: Conduct Fire Fighting Operations in an ammunition storage area

SUPPORTED MET (S): 1

EVALUATION-CODED: YES

SUSTAINMENT INTERVAL: 3 months

DESCRIPTION: This event addresses the requirement for Ammunition Technicians to take appropriate action in the event of a simulated fire in ammunition storage or handling area.

CONDITION: Given appropriate fire bills, a simulated fire in an ammunition storage area, fire fighting equipment, and the references.

STANDARD: To minimize damage to personnel, equipment, and the ammunition stockpile.

EVENT COMPONENTS:

1. Sound the alarm
2. Evacuate the area of non-essential personnel
3. Identify the specific hazard involved.
4. Take appropriate action based upon the fire bill, SOPs, documentation, or other reference/directive material.
5. Notify supporting fire fighting personnel if support is required.

PREREQUISITE EVENTS:

2311-CSSO-1103

RELATED EVENTS:

AMMO-CSSO-3104

REFERENCES:

1. MCO 8020.10 Marine Corps Ammunition Management & Explosive Safety Policy Manual
2. MCO 8023.3A Personnel Qualification and Certification Program for Class V Ammunition and Explosives
3. NAVSEA SWO20-AC-SAF-010 Transportation and Storage Data for Ammunition, Explosives and Related Hazardous Materials
4. OP 5, Vol 1 Ammunition and Explosives Ashore Safety Regulations for Handling, Storing, Production, Renovation and Shipping
5. OP 5, Vol 3 Ammunition and Explosives Ashore Advanced Bases

SUPPORT REQUIREMENTS:

RANGE/TRAINING AREA:

Facility Code 17413 Field Training Area

ROOMS/BUILDINGS: Ammunition Storage Magazines and Bunkers Classroom

EQUIPMENT: Compressed Air Foam HMMWV Fire Fighting Vehicle Hand Held Radios

MATERIAL: Shovels, Rakes, Pry bars, Fire flappers/beaters, Water Barrels, Gas Masks, Protective Aprons, Protective Gloves, Band Cutters, Buckets, Sodium Bicarbonate, Alarm Fire Symbol Signs (1,2,3, and 4) Chemical Symbol Signs (Blue, White, Yellow, Red, and Apply No Water)

UNITS/PERSONNEL: Base fire department personnel MAGTF fire fighting personnel

AMMO-CSSO-3104: Establish a Field Ammunition Supply Point (FASP)

SUPPORTED MET (S): 1, 2, 5

EVALUATION-CODED: YES

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: This event addresses the requirement for an ammunition organization to establish and FASP in support of a training event or contingency operation.

CONDITION: Given a requirement to establish a FASP, a designated stockage level, and appropriate references.

STANDARD: To adequately support the training event or contingency operation.

EVENT COMPONENTS:

1. Receive a mission.
2. Receive a stockage objective.
3. Identify the characteristics of the stockage objective items i.e.; hazard class/division, NEW, packing configuration, etc.

4. Conduct Site Survey of potential location.
5. Determine type of storage based upon the mission, terrain, and packaging.
6. Determine the appropriate T/O and T/E to support operations of the ASP.
7. Coordinate engineer support for FASP construction.
8. Coordinate security requirements.
9. Submit waivers, exemptions, and site approvals as required.

CHAINED EVENTS:

2311-CSSO-2101 2340-CSSO-2102

RELATED EVENTS:

2311-RSSI-1401

REFERENCES:

1. FM 4-30 Ammunition Service in the Theater of Operations
2. FM 4-30.1 Munitions Distribution in the Theater of Operations
3. FM 9-38 Conventional Ammunition Unit Operations
4. FMFM 4-1 Combat Service Support Operations
5. MCO 8020.10 Marine Corps Ammunition Management and Explosives Policy Manual
6. MCO 8023.3A Personnel Qualification and Certification Program for Class V Ammunition and Explosives
7. NAVSEA OP 5 VOL I Ammunition and Explosives Ashore, Safety Regulations for Handling, Storing, Production, Renovation and Shipping

SUPPORT REQUIREMENTS:

RANGE/TRAINING AREA:

Facility Code 17413 Field Training Area

EQUIPMENT: MHE/CHE Logistics Support Vehicles, Communications Equipment, Crew-Served Weapons, Generators, Tents, Radios, Climate Controlled Operations area for ADPE and accounting platforms.

MATERIAL: Automated ASP design software, Maps

UNITS/PERSONNEL: Require MHE/CHE operators, MTRV/LVS operators, and generator mechanics/operators

AMMO-EXPS-3201: Conduct Hazards of Electromagnetic Radiation to Ordnance (HERO) Safe Operations

SUPPORTED MET (S): 1, 5

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: This event addresses the requirement for ammunition officers and technicians to conduct HERO safe operations.

CONDITION: Given ammunition storage area, packed or unpacked munitions and the regulations.

STANDARD: To eliminate the exposure of munitions to HERO.

EVENT COMPONENTS:

1. Identify munitions requiring HERO protection.
2. Determine HERO protection requirements.
3. Establish safety measures based on HERO protection requirements.
4. Apply HERO protection.
5. Identify electronic equipment (i.e. cells phones), which pose a threat to munitions and label appropriately.
6. Maintain HERO Survey.

PREREQUISITE EVENTS:

2311-ADMN-1008 2311-RSSI-1401 2340-RSSI-1401

REFERENCES:

1. MCO 8023.3A Personnel Qualification and Certification Program for Class V Ammunition and Explosives
2. NAVSEA OP 3565, Vol 1 Electromagnetic Radiation Hazards (Hazards to Personnel, Fuel and Other Flammable Materials)
3. NAVSEA OP 3565, Vol 2 Electromagnetic Radiation Hazards (Hazards to Ordnance)
4. NAVSEA OP 5 Vol 1 Ammunition and Explosive Safety Ashore

SUPPORT REQUIREMENTS:

EQUIPMENT: HERO Survey, barrier bags, HERO labels, technical manual to appropriate munitions, packaging material, barrier bag, heating iron, stenciling ink to mark packaging

MISCELLANEOUS:

SPECIAL PERSONNEL CERTS: Personnel should be qualified and certified at the appropriate level pursuant to MCO 8023.3 SERIES.

AMMO-EXPS-3202: Execute explosive safety program

SUPPORTED MET (S): 1, 2, 3, 4, 5

EVALUATION-CODED: YES

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: This event addresses the requirement for all Ammunition Officers and Technician to understand and execute safe explosives handling operations.

CONDITION: Given an ammunition storage or handling operation.

STANDARD: To ensure operations are conducted safely in accordance with established directives.

EVENT COMPONENTS:

1. Review applicable safety regulations related to the operation.
2. Conduct the operation in accordance with the regulations and directives.

RELATED EVENTS:

2311-EXPS-2203 2340-EXPS-2205 2311-ADMN-2005
2340-ADMN-1002

REFERENCES:

1. DOD 6055.9 Department of Defense Explosives Safety Manual
2. MCO 5100.8 Marine Corps Ground Occupational Safety and Health (OSH) Program
3. MCO 8023.3A Personnel Qualification and Certification Program for Class V Ammunition and Explosives
4. MCO P8020.10A Marine Corps Ammunition Management and Explosives Policy Manual
5. NAVSEA OP 5, VOL 1 Ammunition and Explosives Ashore Safety Regulations for Handling, Storing, Production, Renovation and Shipping
6. NAVSEA OP 5, VOL 3 Ammunition and Explosives Ashore; Advanced Bases
7. NAVSEA SW023-AH-WHM-010 Handling Ammunition and Explosives with Industrial Material Handling Equipment (MHE)
8. NAVSEA SWO20-AC-SAF-010 Transportation and Storage Data for Ammunition, Explosives and Related Hazardous Materials
9. NAVSEA SWO20-AF-HBK-010 Motor Vehicle Driver and Shipping Inspector's Manual for Ammunition, Explosives, and Related Hazardous Materials
10. NAVSEAINST 8020.14B Shore Station Explosives Safety Inspection Program
11. NAVSEAINST 8023.11 S.O.P for the Processing of Expendable Ordnance at Navy and Marine Corps Activities

SUPPORT REQUIREMENTS:

MATERIAL: Technical library, computer with Internet capabilities

MISCELLANEOUS:

SPECIAL PERSONNEL CERTS: All personnel conducting ammunition handling operations must be qualified and certified pursuant to MCO 8023.3 SERIES.

AMMO-EXPS-3203: Store Waste Military Munitions

SUPPORTED MET (S): 1, 5

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: This event addresses the requirement for an ammunition organization to store waste military munitions.

CONDITION: Given an ammunition supply point and the requirement to store Waste Military Munitions (WMM).

STANDARD: Safely per the references.

EVENT COMPONENTS:

1. Identify the required storage for WMM (i.e. permitted RCRA storage, Subpart EE storage, Conditionally Exempt (CE) storage, or less than 90-day hazardous waste storage.
2. Ensure personnel handling WMM receive initial/follow-on hazardous waste training as required.
3. Maintain WMM records in accordance with directives.
4. Notify emergency response and environmental office when WMM are stored.
5. Conduct inspections of WMM in accordance with directives.
6. Coordinate with Land Component Command/Installation Environmental Office and the Designated Disposition Authority (DDA) for proper

disposition/treatment.

CHAINED EVENTS:

2311-EXPS-2201

2340-EXPS-2202

2340-EXPS-2201

REFERENCES:

1. CFR 40 Code of Federal Regulations - Protection of Environment
2. CFR 49 Code of Federal Regulations - Transportation
3. MCO P5090.2A Marine Corps Environmental and Protection Manual
4. MCO P8020.10A Marine Corps Ammunition Management and Explosives Policy Manual
5. MCO 8023.3A Personnel Qualification and Certification Program for Class V Ammunition and Explosives
6. Department of Defense Policy to Implement the EPA's Military Munitions Rule

MISCELLANEOUS:

SPECIAL PERSONNEL CERTS: Personnel should be qualified and certified at the appropriate level pursuant to MCO 8023.3 SERIES.

AMMO-RSSI-3401: Prepare Ammunition for Shipment

SUPPORTED MET (S): 1, 3, 5

EVALUATION-CODED: YES

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: Preparing ammunition items for shipment via air, ground, or sea in various packing configurations.

CONDITION: Given an ammunition item, requirement to ship, designated shipment method, personnel, equipment, and appropriate references.

STANDARD: So that it is packaged to be safely transported to the next designated activity.

EVENT COMPONENTS:

1. Receive shipment notification.
2. Identify the ammunition item to be shipped.
3. Determine the mode of shipment.
4. Determine if the shipment is an on-base or off-base event.
5. Determine if the shipment is a commercial or tactical.
6. For non-tactical lift, coordinate with external activities (Traffic Management Office) for required support, i.e. Government Bill of Lading, blocking and bracing, In Transit Visibility.
7. For tactical lift coordinate with the lift support provider to determine required support.
8. Ensure that the individual item is packaged to prevent damage, pilferage, or loss in an appropriate container/box/pallet.
9. Ensure that the container/box/pallet is blocked and braced based upon the mode of shipment.
10. Ensure package is labeled appropriately.
11. Prepare appropriate shipment documentation.

CHAINED EVENTS:

2311-RSSI-1406

2311-RSSI-2406

2340-RSSI-2403

REFERENCES:

1. CFR 49 Code of Federal Regulations - Transportation
2. MCO 4030.19 Preparation of Hazmat Military Air Shipments
1. MCO 8020.1 Handling, Transportation, Storage, Reclassification and Disposal of Class V (W) Material
2. MCO 8023.3A Personnel Qualification and Certification Program for Class V Ammunition and Explosives
3. NAVSEA OP 5 Vol 1 Ammunition and Explosive Safety Ashore
4. NAVSEA OP 5, VOL 3 Ammunition and Explosives Ashore; Advanced Bases
5. NAVSEA SWO20-AC-SAF-010 Transportation and Storage Data for Ammunition, Explosives and Related Hazardous Materials
6. NAVSEA SWO20-AF-HBK-010 Motor Vehicle Driver and Shipping Inspector's Manual for Ammunition, Explosives, and Related Hazardous Materials

SUPPORT REQUIREMENTS:

ROOMS/BUILDINGS: Ammunition Bunkers/Magazines, ammunition issues and segregations area, ammunition packaging area

EQUIPMENT: Banding equipment, Power woodworking tools (saws/drills/nails), Personnel Protective Equipment, MHE/CHE, Pallet jack

MATERIAL: Banding Supplies, Explosive labels Placards, Stencils, Paint, Dunnage, MILSTD-129 Tags, Serialized Seals/Lead Seals, Packing material

MISCELLANEOUS:

SPECIAL PERSONNEL CERTS: Personnel should be qualified and certified at the appropriate level pursuant to MCO 8023.3 SERIES.

AMMO-RSSI-3402: Receipt/Issue Ammunition

SUPPORTED MET (S): 1, 3

EVALUATION-CODED: YES

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: This event addresses the requirement for an Ammunition Technician to receive or issue ammunition.

CONDITION: Given applicable documentation, receipt/release document, stock records, access to ammunition, and the references.

STANDARD: Ensuring 100% accuracy.

EVENT COMPONENTS:

1. Receive the receipt/release document.
2. Locate the ammunition associated with the document by Dodic, Lot Number, NSN, condition code, and serial number if applicable.
3. Conduct Beginning Balance inventory of the stack in storage involved with the issue or receipt action.
4. For an Issue, remove appropriate Dodic, Qty, Lot Number from the stack based on the document.
5. For a Receipt, Conduct inventory of the items to be returned to stock, then return items to stack.

6. Conduct an after balance inventory of the stock.
7. Ensure the custody transfer is completed in accordance with current directives.

PREREQUISITE EVENTS:

2311-ADMN-1008

CHAINED EVENTS:

2311-RSSI-1404	2311-RSSI-1407	2311-RSSI-1401
2311-RSSI-1402	2311-RSSI-1408	12311-ADMN-1005
2311-ADMN-1006		

RELATED EVENTS:

2311-ADMN-1003	2311-RSSI-1407	2311-RSSI-1408
2311-RSSI-1409	2311-RSSI-1410	2311-RSSI-2403
2311-RSSI-1406	AMMO-RSSI-3403	AMMO-ADMN-3001

REFERENCES:

1. MCO 4400.150E Consumer Level Supply Policy Manual
2. MCO 8023.3A Personnel Qualification and Certification Program for Class V Ammunition and Explosives
3. MCO P8020.10A Marine Corps Ammunition Management and Explosives Policy Manual
4. MCO P4400.151 Intermediate Level Supply Management Policy Manual
5. NAVSEA SWO20-AC-SAF-010 Transportation and Storage Data for Ammunition, Explosives and Related Hazardous Materials
6. OP 5, Vol 1 Ammunition and Explosives Ashore Safety Regulations for Handling, Storing, Production, Renovation and Shipping
7. OP 5, Vol 3 Ammunition and Explosives Ashore Advanced Bases
8. UM 4400-15 Marine Corps User Manual (Organic Property Control)
9. UM 4400.124 SASSY Using Unit Procedures Manual

SUPPORT REQUIREMENTS:

ROOMS/BUILDINGS: Ammunition Storage Magazines and Bunkers, Classroom

EQUIPMENT: Banding Material, Forklifts, Pallet, Jack, Personal Protective Equipment

MISCELLANEOUS:

SPECIAL PERSONNEL CERTS: All personnel conducting must be qualified and certified at the appropriate level to handle ammunition per MCO 8023.3 SERIES.

AMMO-RSSI-3403: Store Ammunition

SUPPORTED MET (S): 1, 3, 5

EVALUATION-CODED: YES

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: This event addresses the requirement for an ammunition organization to conduct ammunition storage operations in both a field and garrison environment.

CONDITION: Given an ammunition stockpile, designated mission, personnel, equipment, and the references.

STANDARD: To ensure the safety, accountability, security, and accessibility of the stockpile.

EVENT COMPONENTS:

1. Establish a Storage SOP.
2. Develop a Storage Plan based on available facilities or storage locations.
3. Ensure that NEW and compatibility are in compliance with and do not exceed the Site Plan.
4. Develop Fire Map/Bill.
5. Store ammunition by compatibility, lot number, condition code, DODIC, and defect code.
6. Conduct periodic inventories as required by the references.
7. Conduct periodic magazine inspections.
8. Conduct housekeeping operations in accordance with the appropriate references.
9. Conduct MHE/CHE operations.
10. Post Hazard Class and Division along with Max NEW for individual storage area.
11. Ensure Safety Limitations and considerations are adhered to.

CHAINED EVENTS:

2311-RSSI-1405 2311-RSSI-1408

RELATED EVENTS:

AMMO-CSSO-3104	AMMO-EXPS-3201	AMMO-ADMN-3001
2340-ADMN-2009	AMMO-PS-3501	2311-RSSI-1401
AMMO-RSSI-3402		

REFERENCES:

1. MCO 8023.3A Personnel Qualification and Certification Program for Class V Ammunition and Explosives
2. MCO P8020.10A Marine Corps Ammunition Management and Explosives Policy Manual
3. NAVSEA OP 5, VOL 1 Ammunition and Explosives Ashore Safety Regulations for Handling, Storing, Production, Renovation and Shipping
4. NAVSEA OP 5, VOL 3 Ammunition and Explosives Ashore; Advanced Bases
5. NAVSEA SWO20-AC-SAF-010, Transportation and Storage Data for Ammunition, Explosives and Related Hazardous Materials

SUPPORT REQUIREMENTS:

ROOMS/BUILDINGS: Ammunition bunkers/magazines

EQUIPMENT: MHE, Fire fighting equipment, Banding, PPE, HazMat Gear

MATERIAL: Assorted live and inert ammunition items representing the scope of ammunition family groups (small arms, mortars, arty, demo, pyro, etc.)

MISCELLANEOUS:

SPECIAL PERSONNEL CERTS: Personnel should be qualified and certified at the appropriate level pursuant to MCO 8023.3 SERIES.

AMMO-PS-3501: Execute a Physical Security Plan

SUPPORTED MET (S): 1

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: This collective event addresses the requirement for an ammunition organization to maintain Physical Security Program to meet the demands of an ASP/FASP.

CONDITION: Given an ASP/FASP, an ammunition stockpile, personnel, equipment, and appropriate references.

STANDARD: To prevent theft, tampering, or damage to the stockpile.

EVENT COMPONENTS:

1. Determine security requirements of the stockpile.
2. Evaluate the storage conditions.
3. Develop written procedures that define the Physical security plan.
4. Coordinate ammunition storage security plan with the external security organizations.
5. Implement required security measures.
6. Conduct periodic drills, inspections, and evaluations of the security program.
7. Refine Security Plan to correct deficiencies.

CHAINED EVENTS:

2340-PS-2501 2311-PS-2501

REFERENCES:

1. DOD 5100.76M Physical Security of Sensitive Conventional Arms
2. MCO 4340.1 Reporting Missing, Lost, Stolen, or Recovered (MLSR) Government Property
3. MCO P5530.14 Marine Corps Physical Security Program Manual
4. MCO P8020.10A Marine Corps Ammunition Management and Explosives Policy Manual
5. MCO 8023.3A Personnel Qualification and Certification Program for Class V Ammunition and Explosives
6. NAVSEA OP 5, VOL 1 Ammunition and Explosives Ashore Safety Regulations for Handling, Storing, Production, Renovation and Shipping
7. NAVSEA OP 5, VOL 3 Ammunition and Explosives Ashore; Advanced Bases
8. NAVSEA SWO20-AC-SAF-010 Transportation and Storage Data for Ammunition, Explosives and Related Hazardous Materials
9. OPNAVINST 5530-13C Department of the Navy Physical Security Instruction for Conventional Arms, Ammunition, and Explosives (AA&E)
10. OPNAVINST 5530.14 Navy Physical Security

SUPPORT REQUIREMENTS:

ROOMS/BUILDINGS: Ammunition storage area, bunkers, magazines

EQUIPMENT: Personnel, M249 SAW, M16A2, M4AM2, .50 Cal, MK19, Shotgun, 9mm, Communications Network, Combat Engineer Support

MATERIAL: Concertina Wire, Engineering Stakes, Engineer Tape

AMMUNITION TECHNICIAN/OFFICER T&R MANUAL

CHAPTER 4

MOS 2311, AMMUNITION TECHNICIAN INDIVIDUAL TRAINING

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MOS 2311, AMMUNITION TECHNICIAN INDIVIDUAL TRAINING

4000. PURPOSE

This chapter contains individual training events for the Ammunition Technician.

4010. EVENT CODING

Events in the T&R manual are depicted with a 12 field alphanumeric system, i.e. xxxx-xxxx-xxxx. This chapter utilizes the following methodology:

a. Field one. Each event starts with 2311, indicating that the event is for MOS 2311, Ammunition Technicians.

b. Field two. This field is alpha characters indicating a functional area. In this chapter, the functional areas are as follows:

<u>Code</u>	<u>Description</u>	<u>Example</u>
ADMN	Administrative Functions	AMMO-ADMN-XXXX
CSSO	Combat Service Support Operations	AMMO-CSSO-XXXX
EXPS	Explosives Safety	AMMO-EXPS-XXXX
PLAN	Planning	AMMO-PLAN-XXXX
RSSI	Receipt, Segregate, Store and Issue	AMMO-RSSI-XXXX
PS	Physical Security	AMMO-PS-XXXX

c. Field three. All individual events within T&R Manuals are either 1000-level for events taught at MOS-producing formal schools or 2000-level for events taught at advanced-level schools or MOJT. This chapter contains 1000 and 2000-level events.

4020. INDEX OF INDIVIDUAL EVENTS

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2311-ADMN-1001	Compute ammunition combat requirements	4-5
2311-ADMN-1002	Establish ammunition Stock records	4-5
2311-ADMN-1003	Prepare ammunition reports	4-6
2311-ADMN-1004	Process Ammunition Affected by Notices of Ammunition Reclassification (NAR) or Ammunition Information Notices (AIN)	4-8
2311-ADMN-1005	Process receipt documentation	4-9
2311-ADMN-1006	Process requisition documentation	4-10
2311-ADMN-1007	Requisition ammunition	4-11
2311-ADMN-1008	Utilize a technical library	4-12
2311-CSSO-1101	Execute combat disposal operations for ammunition	4-14
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4030. 1000 LEVEL INDIVIDUAL EVENTS

FUNCTIONAL AREA: ADMINISTRATION (ADMN)

2311-ADMN-1001: Compute Ammunition Combat Requirements

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: This event addresses the requirement for an Ammunition Technician to develop ammunition combat requirements utilizing the current version of MCO 8010.

BILLETS: Battalion Ammunition Chief, Battalion Ammunition Tech, Battery Ammunition Tech, Company Ammunition Tech, MARFOR Ammunition Chief, MCCDC SNCOIC, MEF Ammunition Chief, Major Subordinate Command Ammunition Chief, Major Subordinate Command Ammunition Tech, Operations Chief, Regimental Ammunition Chief

GRADES: PVT, PFC, LCPL, CPL, SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a T/O, T/E, operation plan, and the references.

STANDARD: To adequately support operational needs per the references.

PERFORMANCE STEPS:

1. Determine weapons type ammunition requirements by unit.
2. Determine non-weapons type ammunition requirements by unit.
3. Compile total requirements.
4. Submit computed requirements for validation.

PREREQUISITE EVENTS:

2311-ADMN-1008

RELATED EVENTS:

2340-ADMN-2005

2311-ADMN-2014

REFERENCES:

1. MCO 8010.1E Class V(W) Planning Factors for Fleet Marine Force Combat Operations
2. MCO 8023.3A Personnel Qualification and Certification Program for Class V Ammunition and Explosives

SUPPORT REQUIREMENTS:

ROOMS/BUILDINGS: Computer based training lab.

MATERIAL: Requirements generator or an automated planning tool.

2311-ADMN-1002: Establish Ammunition Stock Records

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: This ITS addresses the requirement for the establishment of ammunition stock records for units storing ammunition.

BILLETS: ASP Ammunition Tech, Battalion Ammunition Chief, Battalion Ammunition Tech, Battery Ammunition Tech, Company Ammunition Tech, Inventory Manager (SNCO/Officer), Records Chief Ammunition Supply Point, Records Clerk Ammunition Supply Point, Regimental Ammunition Chief

GRADES: PVT, LCPL, CPL, SGT, SSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given receipt documentation, inventory reports, blank NAVMC 10774 and/or an automated accounting system, and the references.

STANDARD: To ensure 100% accountability of ammunition.

PERFORMANCE STEPS:

1. Establish a records system.
2. Receive ammunition receipt/release documentation.
3. Verify accuracy of receipt/release documentation.
4. Validate the receipt/release documentation against Notice of Ammunition Reclassification (NAR) file, Ammunition Information Notices (AINs), and other references.
5. Reconcile inventory counts against stock records.
6. Post required information on stock records.
7. File completed documents.

RELATED EVENTS:

2311-ADMN-1005	2311-ADMN-1006	2311-RSSI-1403
2311-ADMN-1003	2311-ADMN-1008	

REFERENCES:

1. MCO 8023.3A Personnel Qualification and Certification Program for Class V Ammunition and Explosives
2. NAVSEA SWO20-AC-SAF-010 Transportation and Storage Data for Ammunition, Explosives and Related Hazardous Materials
3. NAVSEA TWO 24-AA-ORD-010 Ammunition, Unserviceable, Suspended and Limited Use
4. UM 4400-15 Marine Corps User Manual (Organic Property Control)
5. UM 4400.124 SASSY Using Unit Procedures Manual

SUPPORT REQUIREMENTS:

ROOMS/BUILDINGS: Computer Based Training Lab

MATERIAL: Automated Data Processing Equipment, NAVMC 10774 Forms, Automated ammunition accounting program (Retail Ordnance Logistics Management System or future system), copies of the references

2311-ADMN-1003: Prepare Ammunition Reports

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

DESCRIPTION: This ITS addresses the requirement for the Ammunition

Technician to be familiar with the variety of ammunition related reports that the Marine would be expected to prepare.

BILLETS: ASP Ammunition Tech, Acquisition (SNCO/Officer), Assistant Program Manager, Base ESO Officer/SNCO, Battalion Ammunition Chief, Battalion Ammunition Tech, Battery Ammunition Tech, Company Ammunition Tech, Inventory Manager (SNCO/Officer), Issues / Segregation NCO, Liaison Officer (SNCO/Officer), MARFOR Ammunition Chief, MEF Ammunition Chief, Major Subordinate Command Ammunition Chief, Major Subordinate Command Ammunition Tech, Operations Chief, Packaging NCO, Records Chief Ammunition Supply Point, Records Clerk Ammunition Supply Point, Regimental Ammunition Chief, SNCOIC Ammunition Supply Point, Section Head Ammunition Supply Point, Storage Chief Ammunition Supply Point

GRADES: PVT, PFC, LCPL, CPL, SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an ammunition event, report formats, ammunition records and data, required forms and the references.

STANDARD: To ensure information is recorded in correct report format per the references.

PERFORMANCE STEPS:

1. Determine type of report(s) to be prepared.
2. Compile data for report(s).
3. Draft report(s).
4. Submit report(s) as required.

PREREQUISITE EVENTS:

2311-ADMN-1008

RELATED EVENTS:

2311-RSSI-1402 2311-ADMN-1002 2311-RSSI-1403
2311-ADMN-2010

REFERENCES:

1. MCBul 8011 Class V(W) Materiel Allowances for Training and Security
2. MCO 4340.1 Reporting Missing, Lost, Stolen, or Recovered (MLSR) Government Property
3. MCO 4400.150E Consumer Level Supply Policy Manual
4. MCO 8010.1E Class V(W) Planning Factors for Fleet Marine Force Combat Operations
5. MCO 8020.1 Handling, Transportation, Storage, Reclassification and Disposal of Class V(W) Material
6. MCO 8023.3A Personnel Qualification and Certification Program for Class V Ammunition and Explosives
7. MCO 8025.1D Malfunction and Defect Reporting
8. OPNAVINST 5102.1C Mishap Investigation & Reporting

SUPPORT REQUIREMENTS:

ROOMS/BUILDINGS: Computer Based Training Lab

MATERIAL: Automated Data Processing Equipment Copies of the references

2311-ADMN-1004: Process Ammunition Affected by Notices of Ammunition Reclassification (NAR) or Ammunition Information Notices (AIN)

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: This ITS addresses the requirement for an Ammunition Technician to take appropriate action in receipt of an ammunition reclassification message.

BILLETS: ASP Ammunition Tech, Battalion Ammunition Chief, Battalion Ammunition Tech, Battery Ammunition Tech, Company Ammunition Tech, Major Subordinate Command Ammunition Tech, Records Chief Ammunition Supply Point, Records Clerk Ammunition Supply Point, Regimental Ammunition Chief, Storage Chief Ammunition Supply Point

GRADES: PVT, PFC, LCPL, CPL, SGT, SSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a reclassification message, stock records, and the references.

STANDARD: To ensure proper condition codes are assigned to the stock records.

PERFORMANCE STEPS:

1. Review messages for ammunition reclassification, Overhead Fire and Ammunition Information Notices.
2. Review stock records to identify affected on-hand stocks.
3. Add message to NAR file and update cross-reference file.
4. Prepare condition code adjustment documentation for stock requiring reclassification.
5. Post changes to condition codes and stock records to reflect reclassification.
6. Coordinate urgent NAR actions through the Designated Disposition Authority (DDA).

PREREQUISITE EVENTS:

2311-ADMN-1008 2311-ADMN-1002

RELATED EVENTS:

2311-ADMN-1003 2311-RSSI-1401

REFERENCES:

1. MCO 4400.150E Consumer Level Supply Policy Manual
2. MCO P8020.10A Ammunition Management and Explosives Policy Manual
3. MCO 8023.3A Personnel Qualification and Certification Program for Class V Ammunition and Explosives
4. NAVSEA TWO 24-AA-ORD-010 Ammunition, Unserviceable, Suspended and Limited Use
5. UM 4400-15 Marine Corps User Manual (Organic Property Control)
6. DOD Policy to Implement the Environmental Protection Agency's Military Munitions Rule

SUPPORT REQUIREMENTS:

ROOMS/BUILDINGS: Computer based training lab

MATERIAL: NAVMC 10774 cards Automated ammunition stock record system.

2311-ADMN-1005: Process Receipt Documentation

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: After receipting for an ammunition item, process the receipt documentation to ensure the documentation is completed correctly, recorded appropriately, and filed as required for future reference.

BILLETS: ASP Ammunition Tech, Battalion Ammunition Chief, Battalion Ammunition Tech, Battery Ammunition Tech, Company Ammunition Tech, Inventory Manager (SNCO/Officer), Issues / Segregation NCO, Liaison Officer (SNCO/Officer), Records Chief Ammunition Supply Point, Records Clerk Ammunition Supply Point, Regimental Ammunition Chief, Section Head Ammunition Supply Point

GRADES: PVT, PFC, LCPL, CPL, SGT, SSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given receipt documents, ammunition stock records, and the references.

STANDARD: To ensure receipted ammunition is accurately accounted for per the references.

PERFORMANCE STEPS:

1. Receive ammunition receipt/release document.
2. Verify accuracy of the receipt/release document.
3. Reconcile inventory with stock records.
4. Post required information on stock records.
5. File completed document.

PREREQUISITE EVENTS:

2311-ADMN-1008

CHAINED EVENTS:

2311-ADMN-1002	2311-ADMN-2010	2311-ADMN-2015
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RELATED EVENTS:

2311-ADMN-1002	2311-ADMN-1008	2311-ADMN-1006
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REFERENCES:

1. DOD 4140.22M Military Standard Transaction Reporting. and Accounting Procedures (MILSTRAP)
2. MCO 4400.150E Consumer Level Supply Policy Manual
3. MCO 8023.3A Personnel Qualification and Certification Program for Class V Ammunition and Explosives
4. NAVSEA SWO20-AC-SAF-010 Transportation and Storage Data for Ammunition, Explosives and Related Hazardous Materials

5. TWO24-AA-ORD-010 Ammunition Unserviceable, Suspended and Limited Use
6. UM 4400-15 Marine Corps User Manual (Organic Property Control)
7. UM 4400.124 SASSY Using Unit Procedures Manual

SUPPORT REQUIREMENTS:

ROOMS/BUILDINGS: Computer Based Training Lab

MATERIAL: Automated Data Processing Equipment NAVMC 10774 Forms Copies of the references

2311-ADMN-1006: Process Requisition Documentation

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: After receiving a requisition document for ammunition, ensure that stocks are obligated to support the demand.

BILLETS: ASP Ammunition Tech, Battalion Ammunition Chief, Battalion Ammunition Tech, Battery Ammunition Tech, Company Ammunition Tech, Inventory Manager (SNCO/Officer), Liaison Officer (SNCO/Officer), Records Chief Ammunition Supply Point, Records Clerk Ammunition Supply Point

GRADES: PVT, PFC, LCPL, CPL, SGT, SSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an ammunition requisition, blank release/receipt document, requisition authorization listing, stock records, and the references.

STANDARD: To ensure ammunition is obligated to support requisition.

PERFORMANCE STEPS:

1. Verify the accuracy of entries on the ammunition requisition.
2. Verify requisition authorization.
3. Obligate stocks for the requisition based on demand, condition code and safety of use.
4. Prepare receipt/release document.
5. Provide supply status to requisitioner.
6. Validate receipt/release document against NAR file.

PREREQUISITE EVENTS:

2311-ADMN-1002

CHAINED EVENTS:

2311-ADMN-1005	2311-ADMN-1002	2311-ADMN-1003
2311-ADMN-1007		

REFERENCES:

1. DOD 4140.17M Military Standard Requisitioning and Issue Procedures (MILSTRIP)
2. MCO 4400.150E Consumer Level Supply Policy Manual
3. MCO 8023.3A Personnel Qualification and Certification Program for Class V Ammunition and Explosives
4. NAVSEA SWO20-AC-SAF-010 Transportation and Storage Data for Ammunition,

- Explosives and Related Hazardous Materials
5. TWO24-AA-ORD-010 Ammunition Unserviceable, Suspended and Limited Use
 6. UM 4400-15 Marine Corps User Manual (Organic Property Control)
 7. UM 4400.124 SASSY Using Unit Procedures Manual

SUPPORT REQUIREMENTS:

ROOMS/BUILDINGS: Computer Based Training Lab

MATERIAL: Automated Data Process Equipment, NAVMC 10774's, DD Form 1348-1's, copies of the references

2311-ADMN-1007: Requisition Ammunition

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: This ITS addresses the requirement for an Ammunition Technician to requisition stocks from an Ammunition Supply Point or Inventory Control Point when given an ammunition requirements list.

BILLETS: ASP Ammunition Tech, Battalion Ammunition Chief, Battalion Ammunition Tech, Battery Ammunition Tech, Company Ammunition Tech, Inventory Manager (SNCO/Officer), Liaison Officer (SNCO/Officer), MARFOR Ammunition Chief, MEF Ammunition Chief, Major Subordinate Command Ammunition Chief, Major Subordinate Command Ammunition Tech, Records Chief Ammunition Supply Point, Records Clerk Ammunition Supply Point, Regimental Ammunition Chief

GRADES: PVT, PFC, LCPL, CPL, SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an ammunition requirements list, blank forms, automated ammunition allowance or accounting program, and the references.

STANDARD: To support the ammunition requirements list.

PERFORMANCE STEPS:

1. Compile ammunition requirements from supported units.
2. Prepare appropriate requisition documentation.
3. Submit documentation to supporting organization.
4. Monitor status of requisition from supporting organization.

PREREQUISITE EVENTS:

2311-ADMN-1008

RELATED EVENTS:

2311-ADMN-1002	2311-ADMN-1003	2311-ADMN-1001
2311-ADMN-2010	2311-ADMN-1004	2311-ADMN-1005
AMMO-ADMN-3001		

REFERENCES:

1. DOD 4140.17M Military Standard Requisitioning and Issue Procedures (MILSTRIP)
2. MCBul 8011 Class V(W) Materiel Allowances for Training and Security
3. MCO 4400.150E Consumer Level Supply Policy Manual
4. MCO 8010.1E Class V(W) Planning Factors for Fleet Marine Force Combat

- Operations
5. MCO 8023.3A Personnel Qualification and Certification Program for Class V Ammunition and Explosives
 6. UM 4400-15 Marine Corps User Manual (Organic Property Control)
 7. UM 4400.124 SASSY Using Unit Procedures Manual

SUPPORT REQUIREMENTS:

ROOMS/BUILDINGS: Computer Based Training Lab

MATERIAL: Automated Data Processing Equipment, Automated ammunition accounting or allowance program (ROLMS and/or TAMIS-R), Blank forms (Rapid Requests, 1348's, etc.), Copies of the references.

2311-ADMN-1008: Utilize a Technical Library

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: This ITS addresses the requirement for an Ammunition Technician to be familiar with ammunition related publications.

BILLETS: ASP Ammunition Tech, Acquisition (SNCO/Officer), Assistant Program Manager, Base ESO Officer/SNCO, Battalion Ammunition Chief, Battalion Ammunition Tech, Battery Ammunition Tech, Company Ammunition Tech, Inventory Manager (SNCO/Officer), Issues / Segregation NCO, Liaison Officer (SNCO/Officer), Major Subordinate Command Ammunition Tech, Packaging NCO, Records Chief Ammunition Supply Point, Regimental Ammunition Chief, Section Head Ammunition Supply Point

GRADES: PVT, LCPL, CPL, SGT, SSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an ammunition related research issue, a technical library, and the references.

STANDARD: To successfully extract the information necessary to address the ammunition-related research issue.

PERFORMANCE STEPS:

1. Determine the correct source reference/publication for the data elements required.
2. Verify current ness of the publications in the library.
3. Utilize index and table of contents to locate data elements within the publications.

RELATED EVENTS:

2311-ADMN-1005	2311-ADMN-1006	2311-ADMN-1007
2311-ADMN-1002	2311-RSSI-1401	2311-RSSI-1402
2311-ADMN-1003	2311-RSSI-1408	2311-ADMN-1001
2311-ADMN-2012	2311-RSSI-1410	2311-RSSI-2403
2311-ADMN-2010	2311-RSSI-1405	2311-EXPS-2201
2311-CSSO-2101		

REFERENCES:

1. MCBul 5215 Reidentification of Specific Marine Corps Orders
2. MCO P4790.2 MIMMS FIELD PROCEDURES MANUAL
3. MCO P5600.31G Printing and Publications
4. MCO 8023.3A Personnel Qualification and Certification Program for Class V Ammunition and Explosives

SUPPORT REQUIREMENTS:

ROOMS/BUILDINGS: Computer Based Training Lab

MATERIAL: Automated Data Processing Equipment, Ammunition Publications List, Copies of ammunition related publications (electronic or paper).

FUNCTIONAL AREA: COMBAT SERVICE SUPPORT OPERATIONS (CSSO)

2311-CSSO-1101: Execute Combat Disposal Operations for Ammunition

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: This ITS addresses the requirement for an Ammunition Technician to execute the disposal of ammunition in a combat environment.

BILLETS: ASP Ammunition Tech

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given ammunition, demolition material, disposal tools, safe disposal area, and the references.

STANDARD: To safely and properly dispose of ammunition per the references.

PERFORMANCE STEPS:

1. Prepare the safe area.
2. Prepare the types and quantities of ammunition that will require destruction.
3. Determine appropriate method of destruction for each ammunition type.
4. Determine types and quantities of donor materials required to perform the destruction.
5. Determine the location of all firing trains and initiations points.
6. Supervise disposal team operations.
7. Complete necessary documentation.

REFERENCES:

1. MCO P8020.10A Marine Corps Ammunition Management and Explosives Policy Manual
2. MCO 8023.3A Personnel Qualification and Certification Program for Class V Ammunition and Explosives
3. NAVSEA SWO60-AA-MMA-010 Demolition Materials
4. NAVSEA SWO60-AA-MMA-020, VOL 2 Demolition Materials Obsolete and Unserviceable
5. OP 5, Vol 1 Ammunition and Explosives Ashore Safety Regulations for Handling, Storing, Production, Renovation and Shipping
6. OP 5, Vol 3 Ammunition and Explosives Ashore Advanced Bases
7. TM 9-1300-277 General Instructions for Demilitarization/Disposal of Conventional Munitions

SUPPORT REQUIREMENTS:

ORDNANCE:

<u>DODIC</u>	<u>QUANTITY</u>
DA12 Charge, Propellant 155mm MACS M231	1
M023 Demolition Block C-4 1 1/4 lb	4
M130 Cap, Blasting Electric M6	1
M131 Cap, Blasting Non-Electric	2
M456 Cord, Detonating PETN Type I Class E	50
M670 Fuze, Blasting Time M700	100
MN08 Igniter, Time Blasting Fuse with Shock Tube	2

Note: The quantities above are per individual Marine.

RANGE/TRAINING AREA:

Facility Code 17430 Impact Area Duded

Facility Code 17830 Light Demolition Range

EQUIPMENT: Fire fighting equipment, Gloves, M2 Crimpers, Electrical Tape, Blasting Machine

MATERIAL: Dunnage Disposal Burn Tub w/cover, Diesel Fuel

UNITS/PERSONNEL: EOD support personnel

MISCELLANEOUS:

SPECIAL PERSONNEL CERTS: Personnel should be qualified and certified at the appropriate level pursuant to MCO 8023.3 SERIES.

2311-CSSO-1103: Prevent Fires in an Ammunition Storage Area

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 3 months

DESCRIPTION: This ITS addresses the requirements for an Ammunition Technician to understand and execute the actions necessary to prevent fires in Ammunition Storage Area in the field or in garrison.

BILLETS: ASP Ammunition Tech, Base ESO Officer/SNCO, Battalion Ammunition Chief, Battalion Ammunition Tech, Battery Ammunition Tech, Company Ammunition Tech, Issues / Segregation NCO, Packaging NCO, Regimental Ammunition Chief, SNCOIC Ammunition Supply Point, Section Head Ammunition Supply Point, Storage Chief Ammunition Supply Point

GRADES: PVT, PFC, LCPL, CPL, SGT, SSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the appropriate fire bills, ammunition, an ammunition storage area, and the references.

STANDARD: To ensure the ammunition is protected per the references.

PERFORMANCE STEPS:

1. Maintain housekeeping.
2. Maintain vegetation control.
3. Maintain firefighting equipment
4. Demonstrate an understanding of the firefighting procedures for different types of fire hazards.

PREREQUISITE EVENTS:

2311-RSSI-1408

RELATED EVENTS:

2311-RSSI-1401

2311-RSSI-1402

2311-RSSI-1409

2311-RSSI-1405

2311-EXPS-2201

2311-RSSI-2405

2311-CSSO-2101

REFERENCES :

1. MCO 8023.3A Personnel Qualification and Certification Program for Class V Ammunition and Explosives
2. MCO P8020.10A Marine Corps Ammunition Management and Explosives Policy Manual
3. NAVSEA SWO20-AC-SAF-010 Transportation and Storage Data for Ammunition, Explosives and Related Hazardous Materials
4. OP 5, Vol 1 Ammunition and Explosives Ashore Safety Regulations for Handling, Storing, Production, Renovation and Shipping
5. OP 5, Vol 3 Ammunition and Explosives Ashore Advanced Bases

SUPPORT REQUIREMENTS :

RANGE/TRAINING AREA:

Facility Code 17413 Field Training Area

ROOMS/BUILDINGS: Ammunition Storage Magazines and Bunkers Classroom

MATERIAL: Shovels, Rakes, Pry bars, Fire flappers/beaters, Water Barrels, Gas Masks, Protective Aprons, Protective Gloves, Band Cutters, Buckets, Sodium Bicarbonate, Alarm Fire Symbol Signs (1,2,3, and 4), Chemical Symbol Signs (Blue, White, Yellow, Red, and Apply No Water)

UNITS/PERSONNEL: Base fire department personnel, MAGTF fire fighting personnel

FUNCTIONAL AREA: RECEIPT, SEGREGATE, STORE, AND ISSUE

2311-RSSI-1401: Identify Ammunition

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: This ITS addresses the requirement for an Ammunition Technician to determine the type of ammunition the Marine is visually observing.

BILLETS: ASP Ammunition Tech, Acquisition (SNCO/Officer), Assistant Program Manager, Base ESO Officer/SNCO, Battalion Ammunition Chief, Battalion Ammunition Tech, Battery Ammunition Tech, Company Ammunition Tech, Inventory Manager (SNCO/Officer), Issues / Segregation NCO, Liaison Officer (SNCO/Officer), MARFOR Ammunition Chief, MCCDC SNCOIC, MEF Ammunition Chief, Major Subordinate Command Ammunition Chief, Major Subordinate Command Ammunition Tech, Operations Chief, Packaging NCO, Records Chief Ammunition Supply Point, Records Clerk Ammunition Supply Point, Regimental Ammunition Chief, SNCOIC Ammunition Supply Point, Section Head Ammunition Supply Point, Storage Chief Ammunition Supply Point, TECOM SNCOIC

GRADES: PVT, PFC, LCPL, CPL, SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an unknown ammunition item, ammunition components, packing materials, and the references.

STANDARD: To match characteristics to identify correct nomenclature, DODIC, and NSN, hazard class/division, compatibility group, and security risk category.

PERFORMANCE STEPS:

1. Identify the general characteristics of the item, i.e. size, shape, color, and markings (lot number, model number, serial number, etc.)
2. Utilize reference material to match characteristics to identify correct nomenclature, DODIC, and NSN, hazard class/division, compatibility group, and security risk category.

PREREQUISITE EVENTS:

2311-ADMN-1008

RELATED EVENTS:

2311-RSSI-1402

REFERENCES:

1. MCO 8023.3A Personnel Qualification and Certification Program for Class V Ammunition and Explosives
2. NAVSEA SWO20-AC-SAF-010 Transportation and Storage Data for Ammunition, Explosives and Related Hazardous Materials
3. NAVSEA TWO-10-AA-ORD-030 Navy Ammunition Logistics Codes Manual
4. TM 9-1300-200 Ammunition, General
5. DOD Consolidated Ammunition Catalog
6. TM 43 Series

SUPPORT REQUIREMENTS:

ROOMS/BUILDINGS: Ammunition bunkers/magazines.

MATERIAL: Assorted live and inert ammunition items representing the scope of ammunition family groups (small arms, mortars, arty, demo, pyro, etc).

MISCELLANEOUS:

SPECIAL PERSONNEL CERTS: Individual must be qualified and certified at the appropriate level per MCO 8023.3 SERIES.

2311-RSSI-1402: Inspect Ammunition

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: This ITS addresses the requirement for an Ammunition Technician to be able to examine an ammunition item and determine its serviceability.

BILLETS: ASP Ammunition Tech, Base ESO Officer/SNCO, Battalion Ammunition Chief, Battalion Ammunition Tech, Battery Ammunition Tech, Company Ammunition Tech, Issues / Segregation NCO, Liaison Officer (SNCO/Officer), Major Subordinate Command Ammunition Tech, Packaging NCO, Regimental Ammunition Chief, SNCOIC Ammunition Supply Point, Section Head Ammunition Supply Point, Storage Chief Ammunition Supply Point

GRADES: PVT, PFC, LCPL, CPL, SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a known ammunition item and appropriate references.

STANDARD: To determine the safety and serviceability condition of the item.

PERFORMANCE STEPS:

1. Identify the ammunition item.
2. Examine the Physical condition of the item.
3. Inspect all safety features and components.
4. Compare Physical condition against reference material.
5. Sentence item to appropriate condition code and/or defect code.
6. Ensure item is labeled appropriately.
7. Complete required documentation and reports.

PREREQUISITE EVENTS:

2311-RSSI-1401 2311-ADMN-1008

RELATED EVENTS:

2311-RSSI-1403 2311-RSSI-1410

REFERENCES:

1. DOD 6055.9 Department of Defense Explosives Safety Manual
2. MCO P5090.2A Marine Corps Environmental and Protection Manual
3. MCO P8020.10A Marine Corps Ammunition Management and Explosives Policy Manual
4. MCO 8023.3A Personnel Qualification and Certification Program for Class V

- Ammunition and Explosives
5. NAVSEA OP 5, VOL 1 Ammunition and Explosives Ashore Safety Regulations for Handling, Storing, Production, Renovation and Shipping
 6. NAVSEA SWO20-AC-SAF-010 Transportation and Storage Data for Ammunition, Explosives and Related Hazardous Materials
 7. NAVSEA TWO 24-AA-ORD-010 Ammunition, Unserviceable, Suspended and Limited Use
 8. NAVSUP P-805 Conventional Ammunition Sentencing Receipt, Segregation, Storage & Issue Sentencing
 9. NAVSUP P-807 Conventional Ammunition Sentencing Fleet Sentencing
 10. SB 742-1 Ammunition Surveillance Procedures
 11. TM 43 Series

SUPPORT REQUIREMENTS:

ROOMS/BUILDINGS: Ammunition bunkers/magazines.

MATERIAL: Assorted live and inert ammunition items representing the scope of ammunition family groups (small arms, mortars, arty, demo, pyro, etc).

MISCELLANEOUS:

SPECIAL PERSONNEL CERTS: Individual must be qualified and certified at the appropriate level per MCO 8023.3 SERIES.

2311-RSSI-1403: Inventory Ammunition

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: This ITS addresses the requirement for an Ammunition Technician to conduct correct ammunition inventory procedures.

BILLETS: ASP Ammunition Tech, Battalion Ammunition Chief, Battalion Ammunition Tech, Battery Ammunition Tech, Company Ammunition Tech, Issues / Segregation NCO, Liaison Officer (SNCO/Officer), Major Subordinate Command Ammunition Tech, Operations Chief, Packaging NCO, Regimental Ammunition Chief, SNCOIC Ammunition Supply Point, Storage Chief Ammunition Supply Point

GRADES: PVT, PFC, LCPL, CPL, SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to a storage area, ammunition, inventory forms, stock records, required documentation, and the references.

STANDARD: To accurately account for ammunition.

PERFORMANCE STEPS:

1. Identify ammunition by DODIC, NSN, lot number, quantity, condition codes and serial number if applicable.
2. Physically count ammunition.
3. Compare inventory results with stock records.
4. Report inventory discrepancies to supervisory personnel.
5. Provide information for Missing Lost Stolen Recovered (MLSR) reporting as required.

6. Prepare voucher transactions as required.
7. Submit vouchers to appropriate authority for signature.
8. Post adjustment transactions to stock records.
9. File voucher documentation as required.

PREREQUISITE EVENTS:

2311-RSSI-1401 2311-RSSI-1402 2311-ADMN-1008

REFERENCES:

1. MCO 4340.1 Reporting Missing, Lost, Stolen, or Recovered (MLSR) Government Property
2. MCO 4400.150E Consumer Level Supply Policy Manual
3. MCO P4400.151 Intermediate Level Supply Management Policy Manual
4. MCO 8023.3A Personnel Qualification and Certification Program for Class V Ammunition and Explosives
5. NAVSEA SWO20-AG-SAF-010 Navy Transportation Safety Handbook for Ammunition, Explosives and related Hazardous Materials
6. UM 4400-15 Marine Corps User Manual (Organic Property Control)
7. UM 4400.124 SASSY Using Unit Procedures Manual

SUPPORT REQUIREMENTS:

ROOMS/BUILDINGS: Ammunition Bunkers/Magazines

MATERIAL: Assorted live and inert ammunition items representing the scope of ammunition family groups (small arms, mortars, arty, demo, pyro, etc).

MISCELLANEOUS:

SPECIAL PERSONNEL CERTS: Personnel should be qualified and certified at the appropriate level pursuant to MCO 8023.3 SERIES.

2311-RSSI-1404: Issue ammunition

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: This event addresses the requirement for an Ammunition Technician to issue ammunition to support units.

BILLETS: ASP Ammunition Tech, Battalion Ammunition Chief, Battalion Ammunition Tech, Battery Ammunition Tech, Company Ammunition Tech, Issues / Segregation NCO, Major Subordinate Command Ammunition Tech, Section Head Ammunition Supply Point

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given applicable documentation from requesting unit, blank receipt/release document, stock records, access to an ammunition site, and the references.

STANDARD: Accurately to the requesting unit per the documentation and references.

PERFORMANCE STEPS:

1. Receive receipt/release document from stock control.
2. Identify, within the storage area, the DODIC, NSN(s), Lot Number(s), and condition code.
3. Verify, within the storage area, the DODIC, NSN(s), Lot Number(s), and condition code.
4. Conduct beginning balance on-hand inventory of assigned lot number.
5. Remove ammunition from assigned lot by serial number if applicable.
6. Conduct after balance on-hand inventory of assigned lot number.
7. Prepare ammunition for transportation.
8. Verify receipt authorization.
9. Transfer custody of ammunition to authorized requesting unit representative.
10. Return completed receipt/release document to stock control.

PREREQUISITE EVENTS:

2311-RSSI-1401 2311-RSSI-1402 2311-RSSI-1406

REFERENCES:

1. MCO 8023.3A Personnel Qualification and Certification Program for Class V Ammunition and Explosives
2. MCO P8020.10A Marine Corps Ammunition Management and Explosives Policy Manual
3. UM 4400-15 Marine Corps User Manual (Organic Property Control)

SUPPORT REQUIREMENTS:

MATERIAL: Assorted live and inert ammunition items representing the scope of ammunition family groups (i.e. small arms, mortars, arty, demo, pyro, etc.)

MISCELLANEOUS:

SPECIAL PERSONNEL CERTS: Personnel should be qualified and certified at the appropriate level pursuant to MCO 8023.3 SERIES.

2311-RSSI-1405: Maintain housekeeping of an ammunition storage area

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: This event address the requirement for an Ammunition Technician to apply appropriate housekeeping procedures within an ammunition storage area.

BILLETS: ASP Ammunition Tech, Battalion Ammunition Chief, Battalion Ammunition Tech, Battery Ammunition Tech, Company Ammunition Tech, Issues / Segregation NCO, Packaging NCO, Section Head Ammunition Supply Point, Storage Chief Ammunition Supply Point

GRADES: PVT, PFC, LCPL, CPL, SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given an ammunition storage area, personnel, and the references.

STANDARD: To ensure the area is clean and free of safety hazards.

PERFORMANCE STEPS:

1. Inspect areas and identify discrepancies and safety hazards in storage area.
2. Remove excess dunage, trash, and other identified hazards from the storage area.
3. Ensure housekeeping duties are performed correctly.
4. Ensure discrepancies and hazards are corrected or reported to appropriate authority for corrective action.

REFERENCES:

1. CFR 49 Code of Federal Regulations - Transportation
2. DOD 6055.9 Department of Defense Explosives Safety Manual
3. MCO 8020.10 Marine Corps Ammunition Management and Explosives Safety Policy Manual
4. MCO 8023.3A Personnel Qualification and Certification Program for Class V Ammunition and Explosives
5. OP 5, Vol 1 Ammunition and Explosives Ashore Safety Regulations for Handling, Storing, Production, Renovation and Shipping
6. OP 5, Vol 3 Ammunition and Explosives Ashore Advanced Bases

SUPPORT REQUIREMENTS:

ROOMS/BUILDINGS: Ammunition bunkers/magazines.

MATERIAL: Assorted live and inert ammunition items representing the scope of ammunition family groups (small arms, mortars, arty, demo, pyro, etc).

2311-RSSI-1406: Prepare ammunition for shipment

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: This event addresses the requirement for an Ammunition Technician to prepare ammunition for shipment via any mode of transport.

BILLETS: ASP Ammunition Tech, Battalion Ammunition Chief, Battalion Ammunition Tech, Battery Ammunition Tech, Company Ammunition Tech, Issues / Segregation NCO, Packaging NCO, Section Head Ammunition Supply Point

GRADES: PVT, PFC, LCPL, CPL, SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given ammunition, pallets, containers, hand tools, dunnage, safety equipment, mode of transportation, and the references.

STANDARD: Ensuring ammunition is correctly prepared for the respective transportation mode.

PERFORMANCE STEPS:

1. Segregate cargo by compatibility.
2. Determine security risk category (SRC).
3. Properly block and brace all loads.
4. Place appropriate placards/labels on ammunition conveyances and ensure

- load is properly trapped/protected from the elements.
5. Place shipping documents with ammunition as required.

PREREQUISITE EVENTS:

2311-RSSI-1401 2311-RSSI-1402 2311-RSSI-1403
2311-ADMN-1008

REFERENCES:

1. CFR 40 Code of Federal Regulations - Hazardous Substances & Wastes
2. CFR 49 Code of Federal Regulations - Transportation
3. DOD 6055.9 Department of Defense Explosives Safety Manual
4. MCO 8020.10 Marine Corps Ammunition Management and Explosives Safety Policy Manual
5. MCO 8023.3A Personnel Qualification and Certification Program for Class V
6. MCO P4030.19 Preparation of Hazardous Material for Military Air Shipment
7. MCO P5090.2A Marine Corps Environmental and Protection Manual
8. MCO 8023.3A Personnel Qualification and Certification Program for Class V Ammunition and Explosives
9. NAVSEA SWO20-AC-SAF-010 Transportation and Storage Data for Ammunition, Explosives and Related Hazardous Materials
10. NAVSEA SWO20-AF-HBK-010 Motor Vehicle Driver and Shipping Inspector's Manual for Ammunition, Explosives, and Related Hazardous Materials
11. OP 5, Vol 1 Ammunition and Explosives Ashore Safety Regulations for Handling, Storing, Production, Renovation and Shipping
12. OP 5, Vol 3 Ammunition and Explosives Ashore Advanced Bases

SUPPORT REQUIREMENTS:

ROOMS/BUILDINGS: Ammunition magazines/bunkers, Ammunition issues/segration area

EQUIPMENT: MHE and CHE

MATERIAL: Packing material, Banding material, Personal Protective Equipment, Marking tools, Lumber, Ammunition, Hand Tools

MISCELLANEOUS:

SPECIAL PERSONNEL CERTS: Personnel should be qualified and certified at the appropriate level pursuant to MCO 8023.3 SERIES.

2311-RSSI-1407: Return ammunition to storage area

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: This event addresses the requirement for an Ammunition Technician to return ammunition received from another organization or activity to storage.

BILLETS: ASP Ammunition Tech, Battalion Ammunition Chief, Battalion Ammunition Tech, Battery Ammunition Tech, Company Ammunition Tech, Issues / Segregation NCO, Section Head Ammunition Supply Point

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given ammunition, appropriate forms, ammunition storage area, and the references.

STANDARD: Ensuring stock is placed in appropriate location and ammunition records reflect change in stockage per the references.

PERFORMANCE STEPS:

1. Receive unexpended ammunition.
2. Review receipt/release document received from unit for accuracy of entries.
3. Identify quantity of ammunition to be returned to stock by DODIC, NSN, lot number, condition code, and serial number, if applicable.
4. Ensure qualified personnel inspect ammunition for assignment of condition code and proper packaging.
5. Complete receipt/release document.
6. Determine storage location for ammunition based on ammunition storage compatibility group and storage plan.
7. Conduct beginning balance on-hand inventory of identified lot number.
8. Return ammunition to stock.
9. Conduct after balance on-hand inventory of identified lot number.
10. Return completed receipt/release document stock control.

PREREQUISITE EVENTS:

2311-RSSI-1401 2311-RSSI-1402 2311-ADMN-1005

RELATED EVENTS:

2311-RSSI-1404

REFERENCES:

1. CFR 49 Code of Federal Regulations - Transportation
2. DOD 6055.9 Department of Defense Explosives Safety Manual
3. MCO 8020.10 Marine Corps Ammunition Management and Explosives Safety Policy Manual
4. MCO 8023.3A Personnel Qualification and Certification Program for Class V Ammunition and Explosives
5. MILSTD 129 DOD Labeling Requirements
6. NAVSEA SWO20-AC-SAF-010 Transportation and Storage Data for Ammunition, Explosives and Related Hazardous Materials
7. OP 5, Vol 1 Ammunition and Explosives Ashore Safety Regulations for Handling, Storing, Production, Renovation and Shipping
8. UM 4400-15 Marine Corps User Manual (Organic Property Control)

SUPPORT REQUIREMENTS:

MATERIAL: Assorted live and inert ammunition items representing the scope of ammunition family groups (i.e. small arms, mortars, arty, demo, pyro, etc).

MISCELLANEOUS:

SPECIAL PERSONNEL CERTS: Personnel should be qualified and certified at the appropriate level pursuant to MCO 8023.3 SERIES.

2311-RSSI-1408: Store Ammunition

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: This event addresses the requirement for an Ammunition Technician to store ammunition within an Ammunition Storage area.

BILLETS: ASP Ammunition Tech, Battalion Ammunition Chief, Battalion Ammunition Tech, Battery Ammunition Tech, Company Ammunition Tech, Packaging NCO, Section Head Ammunition Supply Point, Storage Chief Ammunition Supply Point

GRADES: PVT, PFC, LCPL, CPL, SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given ammunition containers and/or palletized loads, ammunition drawings, appropriate Material Handling Equipment (MHE), load index, and the references.

STANDARD: Without compromising storage accountability and safety requirements, per the references.

PERFORMANCE STEPS:

1. Determine if ammunition is properly packed for placement in storage.
2. Determine stacking requirements for ammunition based on storage location, DODIC, NSN, lot number, and condition code.
3. Locate space/stack.
4. Utilize MHE to stack ammunition using dunnage, as appropriate.
5. Ensure appropriate distances from walls, ceilings, and others ammunition stacks is maintained.

PREREQUISITE EVENTS:

2311-RSSI-1401 2311-RSSI-1402 2311-ADMN-1008

REFERENCES:

1. CFR 49 Code of Federal Regulations - Transportation
2. DOD 6055.9 Department of Defense Explosives Safety Manual
3. MCO 8020.10 Marine Corps Ammunition Management and Explosives Safety Policy Manual
4. MCO 8023.3A Personnel Qualification and Certification Program for Class V Ammunition and Explosives
5. MILSTD 129 DOD Labeling Requirements
6. NAVSEA SWO20-AC-SAF-010 Transportation and Storage Data for Ammunition, Explosives and Related Hazardous Materials
7. OP 5, Vol 1 Ammunition and Explosives Ashore Safety Regulations for Handling, Storing, Production, Renovation and Shipping
8. OP 5, Vol 3 Ammunition and Explosives Ashore Advanced Bases

SUPPORT REQUIREMENTS:

ROOMS/BUILDINGS: Ammunition bunkers/magazines.

MATERIAL: Assorted live and inert ammunition items representing the scope of ammunition family groups (small arms, mortars, arty, demo, pyro, etc).

MISCELLANEOUS:

SPECIAL PERSONNEL CERTS: Personnel should be qualified and certified at the appropriate level pursuant to MCO 8023.3 SERIES.

2311-RSSI-1409: Utilize hand tools associated with ammunition operations

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: This event addresses the requirement for an Ammunition Technician to utilize hand tools associated with ammunition operations.

BILLETS: ASP Ammunition Tech, Battalion Ammunition Chief, Battalion Ammunition Tech, Battery Ammunition Tech, Company Ammunition Tech, Issues / Segregation NCO, Major Subordinate Command Ammunition Tech, Packaging NCO, Regimental Ammunition Chief, Section Head Ammunition Supply Point

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given ammunition related hand tools, safety equipment, and the references.

STANDARD: Safely, per the references.

PERFORMANCE STEPS:

1. Determine serviceability/condition of hand tools.
2. Clean and repair hand tools as required.
3. Identify appropriate hand tools to utilize.
4. Ensure appropriate safety equipment is utilized.
5. Ensure appropriate technique is utilized for required task.

RELATED EVENTS:

2311-RSSI-1402	2311-RSSI-1404	2311-RSSI-1407
2311-RSSI-1408		

REFERENCES:

1. CFR 49 Code of Federal Regulations - Transportation
2. DOD 6055.9 Department of Defense Explosives Safety Manual
3. MCO 8020.10 Marine Corps Ammunition Management and Explosives Safety Policy Manual
4. MCO 8023.3A Personnel Qualification and Certification Program for Class V Ammunition and Explosives
5. MILSTD 129 DOD Labeling Requirements
6. NAVSEA OP 5, VOL 1 Ammunition and Explosives Ashore Safety Regulations for Handling, Storing, Production, Renovation and Shipping
7. TM 9-243 COMMON TOOLS MANUAL

SUPPORT REQUIREMENTS:

ROOMS/BUILDINGS: Ammunition bunkers/magazines

EQUIPMENT: Spark proof hammers, Banding equipment, Seal press

MISCELLANEOUS:

SPECIAL PERSONNEL CERTS: Individual must be qualified and certified at the appropriate level per MCO 8023.3 SERIES.

2311-RSSI-1410: Inspect Ammunition Containers

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: This event address the requirement for an ammunition technician to inspect the ammunition shipping container, from ready can to ISO container, to ensure the container is serviceable for its intended use.

BILLETS: ASP Ammunition Tech, Battalion Ammunition Chief, Battalion Ammunition Tech, Battery Ammunition Tech, Company Ammunition Tech, Issues / Segregation NCO, Packaging NCO, Regimental Ammunition Chief, SNCOIC Ammunition Supply Point, Section Head Ammunition Supply Point, Storage Chief Ammunition Supply Point

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given containers designated for transport of ammunition, documentation, and the references.

STANDARD: To ensure containers are serviceable for their intended use.

PERFORMANCE STEPS:

1. Identify the container to be inspected.
2. Inspect the container utilizing the container inspection form in the MIL-HDBK-138B (Appendix A).
3. Determine suitability and serviceability of the container.

RELATED EVENTS:

2311-RSSI-1403 2311-ADMN-1008

REFERENCES:

1. MCO P8020.10A Marine Corps Ammunition Management and Explosives Policy Manual
2. MCO 8023.3A Personnel Qualification and Certification Program for Class V Ammunition and Explosives
3. NAVSEA SWO20-AC-SAF-010 Transportation and Storage Data for Ammunition, Explosives and Related Hazardous Materials
4. NAVSEA SWO20-AF-HBK-010 Motor Vehicle Driver and Shipping Inspector's Manual for Ammunition, Explosives, and Related Hazardous Materials
5. OP 5, Vol 1 Ammunition and Explosives Ashore Safety Regulations for Handling, Storing, Production, Renovation and Shipping

SUPPORT REQUIREMENTS:

EQUIPMENT: MHE and CHE capable of lifting and moving the specified container.

MATERIAL: Container inspection forms in the MIL-HDBK-138B (Appendix A).

MISCELLANEOUS:

SPECIAL PERSONNEL CERTS: Individuals certifying ISO containers as being serviceable for shipment must have completed the AMMO-43 Intermodal Dry Cargo Container, Convention for Safe Containers (CSC) Re-inspection Course.

4040. 2000 LEVEL INDIVIDUAL EVENTS

FUNCTIONAL AREA: ADMINISTRATION (ADMN)

2311-ADMN-2001: Develop SOPs for Ammunition Operations

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: This event addresses the requirement for an Ammunition Technician to develop SOPs for ammunition and explosives operations.

BILLETS: Acquisition (SNCO/Officer), Base ESO Officer/SNCO, Battalion Ammunition Chief, Battalion Ammunition Tech, Battery Ammunition Tech, Company Ammunition Tech, Inventory Manager (SNCO/Officer), Issues / Segregation NCO, Liaison Officer (SNCO/Officer), MARFOR Ammunition Chief, MEF Ammunition Chief, Major Subordinate Command Ammunition Chief, Major Subordinate Command Ammunition Tech, Operations Chief, Records Chief Ammunition Supply Point, Regimental Ammunition Chief, SNCOIC Ammunition Supply Point, Storage Chief Ammunition Supply Point

GRADES: CPL, SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an ammunition operation and the references.

STANDARD: To ensure detailed Standard Operating Procedures for ammunition operations are established per the references.

PERFORMANCE STEPS:

1. Determine the need for specific instructions.
2. Establish Standard Operating Procedures (SOP's) for local ammunition operations as required.
3. Update and maintain instructions as required.

PREREQUISITE EVENTS:

2311-ADMN-1008

RELATED EVENTS:

AMMO-EXPS-3202

AMMO-CSSO-5105

REFERENCES:

1. DOD 6055.9 Department of Defense Explosives Safety Manual
2. MCO P8020.10A Marine Corps Ammunition Management and Explosives Policy Manual
3. MCO 8023.3A Personnel Qualification and Certification Program for Class V Ammunition and Explosives
4. NAVSEAINST 8023.11 S.O.P for the Processing of Expendable Ordnance at Navy and Marine Corps Activities
5. OP 5, Vol 1 Ammunition and Explosives Ashore Safety Regulations for Handling, Storing, Production, Renovation and Shipping

SUPPORT REQUIREMENTS:

ROOMS/BUILDINGS: Computer based training lab.

2311-ADMN-2002: Develop a Marine Ammunition Requirements Support Order (MARSO)

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: This event addresses the requirement for an Ammunition Technician at the MSC, MEF, MARFOR and HQMC level to develop a MARSO directing positioning of ammunition stocks.

BILLETS: MARFOR Ammunition Chief, MEF Ammunition Chief, Major Subordinate Command Ammunition Chief

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given ammunition requirements and the references.

STANDARD: That establishes the quantities and types of ammunition to be positioned in specific locations to support assigned missions.

PERFORMANCE STEPS:

1. Determine ammunition requirements for supported units and missions.
2. Determine available prepositioning locations (MPF Vessels, LFORM Carriers, Weapon Stations, ASPs, etc).
3. Determine prepositioning plan that best meets unit and mission requirements and accounts for storage space and lift restrictions.
4. Draft a MARSO for publication.

PREREQUISITE EVENTS:

2311-ADMN-1001

RELATED EVENTS:

2311-ADMN-2014

REFERENCES:

1. MCO 4400.150E Consumer Level Supply Policy Manual
2. MCO 8010.1E Class V(W) Planning Factors for Fleet Marine Force Combat Operations
3. MCO 8023.3A Personnel Qualification and Certification Program for Class V Ammunition and Explosives
4. UM 4400-15 Marine Corps User Manual (Organic Property Control)

SUPPORT REQUIREMENTS:

ROOMS/BUILDINGS: Computer based training lab.

2311-ADMN-2003: Execute Marine Corps Ammunition Liaison Duties

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: This event addresses the requirement for an Ammunition Technician assigned as an Ammunition Liaison to coordinate efforts associated with the USMC munitions stockpile.

BILLETS: Liaison Officer (SNCO/Officer)

GRADES: SSGT, GYSGT, MSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the responsibility to represent Marine Corps Class V(W) interests at non-USMC storage activities, the Letter of Instruction and the references.

STANDARD: To ensure representation of the Commander, MARCOSYSCOM at the assigned facility per the LOI.

PERFORMANCE STEPS:

1. Represent the Program Manager for Ammunition, MARCOSYSCOM on all logistic management functions concerning the life cycle management of Marine Corps owned ammunition, including ground launched guided missiles.
2. Advise commander of the host activity on all matters pertaining to Marine Corps owned ammunition, including ground launched guided missiles.
3. Monitor incoming shipments from users, other storage sites and from production.
4. Ensure that adequate storage and inspection arrangements have been made.
5. Learn and maintain a working knowledge of the depots operating systems (Standard Depot System (SDS), Munitions Transportation Management System Field Module (MTMS-FM), and local data bases.
6. Monitor shipping instructions provided to the host activity by MARCOSYSCOM (AM).
7. Schedule materiel inventories.
8. Monitor all Notices of Ammunition Reclassification (NAR) Ammunition Information Notices (AIN) and Naval Sea Systems Command Instructions (NAVSEAINST).
9. Monitor the progress on any Marine Corps funded projects.
10. Assist in the formulation of plans and instructions for the inspection, test, rework, modification and retrofitting of materiel in stock and for out-loading in support of contingency plans.
11. Monitor and execute disposition of Marine Corps materiel.
12. Furnish MARCOSYSCOM (AM) or other Marine Corps activities data as appropriate.
13. Maintain current files of all DoD, Marine Corps and other Service directives, technical publications and correspondence required.

REFERENCES:

1. MCO P8020.10A Marine Corps Ammunition Management and Explosives Policy Manual
2. MCO 8023.3A Personnel Qualification and Certification Program for Class V Ammunition and Explosives
3. Marine Ammunition Accounting and Reporting System (MAARS)

MISCELLANEOUS:

SPECIAL PERSONNEL CERTS: Personnel should be qualified and certified at the appropriate level pursuant to MCO 8023.3 SERIES.

2311-ADMN-2004: Monitor Ammunition Maintenance Programs

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: This event addresses the requirement for an Ammunition Technician to monitor the progress of ammunition maintenance programs

BILLETS: Assistant Program Manager, Liaison Officer (SNCO/Officer), Operations Chief, Records Chief Ammunition Supply Point, SNCOIC Ammunition Supply Point, Section Head Ammunition Supply Point, Storage Chief Ammunition Supply Point

GRADES: SSGT, GYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the responsibility to monitor ammunition maintenance programs, maintenance program documentation and the references.

STANDARD: To ensure ammunition maintenance follows program guidelines and safety requirements, per the references.

PERFORMANCE STEPS:

1. Confirm receipts of assets and components.
2. Review Standard Operating Procedures.
3. Report maintenance progress.
4. Verify documentation of assets is completed.
5. Review Ammunition Data Listing (ADL) and Depot Maintenance Work Requirements (DMWR)

REFERENCES:

1. MCO 8020.1 Handling, Transportation, Storage, Reclassification and Disposal of Class V(W) Material
2. MCO 8023.3A Personnel Qualification and Certification Program for Class V Ammunition and Explosives
3. NAVSEA OP 5 Vol 1 Ammunition and Explosive Safety Ashore
4. NAVSEA SWO20-AC-SAF-010 Transportation and Storage Data for Ammunition, Explosives and Related Hazardous Materials
5. NAVSEAINST 8023.11 S.O.P for the Processing of Expendable Ordnance at Navy and Marine Corps Activities

MISCELLANEOUS:

SPECIAL PERSONNEL CERTS: Personnel should be qualified and certified at the appropriate level pursuant to MCO 8023.3 SERIES.

2311-ADMN-2005: Evaluate Personnel requiring certification within an ammunition qualification and certification program.

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: This ITS addresses the requirement for an Ammunition SNCO to evaluate personnel requiring certification within the Ammunition and Explosives Qualification and Certification Program pursuant to MCO 8023.3 SERIES.

BILLETS: Battalion Ammunition Chief, Liaison Officer (SNCO/Officer), MEF Ammunition Chief, Major Subordinate Command Ammunition Chief, Operations Chief, SNCOIC Ammunition Supply Point, Section Head Ammunition Supply Point, Storage Chief Ammunition Supply Point

GRADES: SSGT, GYSGT, MSGT, MGYSST

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the requirement for a Qualification/Certification Program, appointment letter, personnel, and the references.

STANDARD: To ensure Marines are qualified to conduct the appropriate level of ammunition handling operations.

PERFORMANCE STEPS:

1. Define the ammunition handling operations requiring personnel to be qualified and certified.
2. Establish a qualification and certification program.
3. Identify the individuals requiring qualification and certification.
4. Verify arms, ammunition, and explosives (AA&E) screening has been conducted.
5. Certify individuals at appropriate levels after review individual training records and recommendations.

REFERENCES:

1. MCO 8023.3A Personnel Qualification and Certification Program for Class V Ammunition and Explosives
2. MCO P8020.10A Marine Corps Ammunition Management and Explosives Policy Manual

SUPPORT REQUIREMENTS:

ROOMS/BUILDINGS: Ammunition bunkers/magazines

EQUIPMENT: Forklifts, HMMWV's, MTRV's, LVS's, Ammunition Tools (i.e. bonding, crimpers, cutters, etc.).

MATERIAL: Assorted live and inert ammunition items representing the scope of ammunition family groups (small arms, mortars, arty, demo, pyro, etc.).

2311-ADMN-2006: Manage the Ammunition Inventory

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: This event addresses the requirement for an Ammunition Technician at Marine Corps Systems Command to manage the USMC Class V(W) inventory at the wholesale level.

BILLETS: Inventory Manager (SNCO/Officer)

GRADES: SSGT, GYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the mission to manage an ammunition accounting system and the references.

STANDARD: To ensure proper level of ammunition is positioned to support established requirements.

PERFORMANCE STEPS:

1. Reconcile the Inventory Control Point (ICP) ammunition accounting records with the storage activities' ammunition accounting records and daily transactions.
2. Process requisitions and requests for disposition.
3. Globally source ammunition to support requirements.
4. Monitor ammunition transactions to ensure delivery at specified location.
5. Manage inventory by cross leveling ammunition with other services/agencies.
6. Validate ammunition condition codes for ammunition transferred between services.

REFERENCES:

1. DOD 5160.65M Single Manager for Conventional Ammunition
2. MCO 4400.150E Consumer Level Supply Policy Manual
3. UM 4400-15 Marine Corps User Manual (Organic Property Control)
4. MCO 8023.3A Personnel Qualification and Certification Program for Class V Ammunition and Explosives

2311-ADMN-2007: Plan Strategic Movement of Ammunition for Inter-Theater Operations in Support of Combat Operations

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: This event addresses the requirement for an Ammunition Technician to plan the Strategic Movement of Ammunition in support of contingency operations.

BILLETS: Assistant Program Manager, MARFOR Ammunition Chief, MEF Ammunition Chief

GRADES: MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given applicable OPLAN/CONPLANS, support from Marine Corps Systems Command and other support commands, and the references.

STANDARD: To ensure initial and sustainment ammunition support is provided to the operating forces in support of operation plans.

PERFORMANCE STEPS:

1. Review Time-Phased Force Deployment Letters of Instruction (LOI).
2. Provide operating force requirements to Marine Corps Systems Command to identify sourcing and asset availability.
3. Request release of Class V(W) assets under a War Reserve Withdrawal Plan.
4. Provide TPFDD info to Marine Forces planners for input into the Joint Operational Planning and Execution System (JOPES).
5. Monitor Working Plan Identifiers (PID) for each respective Plan.

RELATED EVENTS:

2311-ADMN-1001

2311-ADMN-2014

REFERENCES:

1. DOD 5160.65M Single Manager for Conventional Ammunition
 2. MCO P4400.39H War Reserve Materiel (WRM) Policy Manual
 3. MCO 8023.3A Personnel Qualification and Certification Program for Class V Ammunition and Explosives
 4. Joint Munitions Transportation Coordinating Activity (JMTCA)
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2311-ADMN-2008: Execute the Munitions Disposition Process

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: This event addresses the requirement for an Ammunition Technician to execute the administrative processes associated with the military munitions disposition process.

BILLETS: Inventory Manager (SNCO/Officer), Liaison Officer (SNCO/Officer), Operations Chief, Records Chief Ammunition Supply Point

GRADES: SSGT, GYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the requirement to request disposition of unserviceable, excess, or waste military munitions, personnel, and the references.

STANDARD: To ensure administrative process requirements are met, per the references.

PERFORMANCE STEPS:

1. Determine quantity of unserviceable and waste military munitions in storage.
2. Identify DODIC and nomenclature for each waste military munition.
3. Identify material condition code.
4. Identify applicable Notice of Ammunition Reclassification (NAR), Ammunition Information Notice (AIN), or reason for local condition code change.
5. Identify potential for local use by ammunition and/or Explosive Ordnance Disposal (EOD) technicians in support of combat disposal and emergency destruction training.
6. Document additional information pertinent to the request for situation surrounding the request.
7. Request disposition from Designated Disposition Authority.
8. Retain request for Munitions Disposition Instructions and the instructions received for three years.

REFERENCES:

1. CFR 40 Code of Federal Regulations - Hazardous Substances & Wastes
2. CFR 49 Code of Federal Regulations - Transportation
2. MCO P5090.2A Marine Corps Environmental and Protection Manual
3. MCO P8020.10A Marine Corps Ammunition Management and Explosives Policy

- Manual
4. MCO 8023.3A Personnel Qualification and Certification Program for Class V Ammunition and Explosives
 5. Department of Defense Policy to Implement the EPA's Military Munitions Rule

2311-ADMN-2009: Support Ammunition Maintenance and Quality Assurance Programs

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: This event addresses the requirement for an Ammunition Technician assigned to Marine Corps Systems Command (PM-AMMO) to support ammunition maintenance and quality assurance programs.

BILLETS: Assistant Program Manager, Liaison Officer (SNCO/Officer)

GRADES: SSGT, GYSGT, MSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the mission to coordinate maintenance and quality assurance programs and the references.

STANDARD: In order to maintain reliability of the Marine Corps ammunition stockpile.

PERFORMANCE STEPS:

1. Utilize surveillance results to determine maintenance and quality assurance program requirements.
2. Recommend items for inclusion in maintenance and quality assurance programs.
3. Execute the approved Master Maintenance Plan.
4. Monitor approved maintenance and quality assurance programs.
5. Draft ammunition surveillance messages for release.

REFERENCES:

1. DOD 5160.65M Single Manager for Conventional Ammunition
2. DOD 6055.9 Department of Defense Explosives Safety Manual
3. MCO 8020.10A Marine Corps Ammunition Management and Explosives Policy Manual
4. MCO 8023.3A Personnel Qualification and Certification Program for Class V Ammunition and Explosives
5. NAVSEA OP 5, VOL I Ammunition and Explosives Ashore Safety Regulations for Handling, Storing, Production, renovation and Shipping
6. NAVSEA TWO 24-AA-ORD-010 Ammunition, Unserviceable, Suspended and Limited Use

2311-ADMN-2010: Maintain Allowance Records

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: This event addresses the requirement for an Ammunition

Technician to maintain allowance records for training ammunition.

BILLETS: Battalion Ammunition Chief, Battalion Ammunition Tech, Battery Ammunition Tech, Company Ammunition Tech, Liaison Officer (SNCO/Officer), MARFOR Ammunition Chief, MCCDC SNCOIC, MEF Ammunition Chief, Major Subordinate Command Ammunition Chief, Major Subordinate Command Ammunition Tech, Records Chief Ammunition Supply Point, Regimental Ammunition Chief, TECOM SNCOIC

GRADES: CPL, SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an ammunition allowance, allowance tracking system, and the references.

STANDARD: To ensure records accurately reflect available munitions and track expenditures.

PERFORMANCE STEPS:

1. Establish allowance records.
2. Process documentation per document identifier code.
3. Post transactions on the allowance record.
4. File documentation.
5. Compile expenditure and exception data for submission as required.

RELATED EVENTS:

2311-ADMN-1006 2311-ADMN-1005 2311-ADMN-1007

REFERENCES:

1. MCBul 8011 Class V(W) Materiel Allowances for Training and Security
2. MCO 4400.150E Consumer Level Supply Policy Manual
3. MCO 8010.1E Class V(W) Planning Factors for Fleet Marine Force Combat Operations
4. MCO 8023.3A Personnel Qualification and Certification Program for Class V Ammunition and Explosives
5. UM 4400-15 Marine Corps User Manual (Organic Property Control)

2311-ADMN-2011: Support Research, Development, and Acquisition Programs

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: This event addresses the requirement for an Ammunition Technician to support ammunition RD&A programs.

BILLETS: Assistant Program Manager, Inventory Manager (SNCO/Officer), Liaison Officer (SNCO/Officer)

GRADES: SSGT, GYSGT, MSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the mission to support life cycle management of ammunition items and the references.

STANDARD: To ensure ammunition is procured to meet the needs established within the Marine Corps Total Munitions Requirement document.

PERFORMANCE STEPS:

1. Process documentation for assigned ammunition items in support of budget submissions.
2. Support the ammunition acquisition program.
3. Assist in the areas of project initiation and life cycle management of ammunition items.

REFERENCES:

1. DOD 5000.1 The Defense Acquisition Team
2. DOD 5000.2 Operation of the Defense Acquisition System
3. MCO 8000.7 Marine Corps Capabilities-Based Munitions Requirements (MCCBMR) Program
4. MCO 8023.3A Personnel Qualification and Certification Program for Class V Ammunition and Explosives
5. MCO P7100.11 W/CH 1 Budget Manual for HQMC and Special Activities

2311-ADMN-2012: Manage a Technical Library

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: This event addresses the requirement for an Ammunition Technician to manage a technical library for the Marine's organization.

BILLETS: Base ESO Officer/SNCO, Battalion Ammunition Chief, Liaison Officer (SNCO/Officer), MARFOR Ammunition Chief, MCCDC SNCOIC, MEF Ammunition Chief, Major Subordinate Command Ammunition Chief, Operations Chief, SNCOIC Ammunition Supply Point, TECOM SNCOIC

GRADES: CPL, SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given appropriate publication/directives and the references.

STANDARD: To support the units' mission.

PERFORMANCE STEPS:

1. Review the mission statement of the unit.
2. Determine the publications and directives required to support the mission.
3. Develop a required publications list.
4. Order required publications and directives.
5. Ensure changes to publications and directives are made as required.

PREREQUISITE EVENTS:

2311-ADMN-1008

REFERENCES:

1. MCBul 5215 Reidentification of Specific Marine Corps Orders
2. MCO P4790.2 MIMMS FIELD PROCEDURES MANUAL
3. MCO P5600.31G Printing and Publications
4. MCO 8023.3A Personnel Qualification and Certification Program for Class V Ammunition and Explosives

SUPPORT REQUIREMENTS:

ROOMS/BUILDINGS: Computer Based Training Lab.

2311-ADMN-2013: Monitor Strategic Movement of Ammunition

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: This event addresses the requirement for an Ammunition Technician to track the movement of stocks into a theater of operations.

BILLETS: Liaison Officer (SNCO/Officer), MARFOR Ammunition Chief, MEF Ammunition Chief, Major Subordinate Command Ammunition Chief, Operations Chief, Records Clerk Ammunition Supply Point

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to appropriate computer systems and websites.

STANDARD: To track progress of Class V(W) flowing into theater.

PERFORMANCE STEPS:

1. Utilize the Joint Total Asset Visibility (JTAV) and Global Transportation Network (GTN).
2. Demonstrate a knowledge of the organizational responsibilities of the organic strategic mobility office, Marine Corps Systems Command, JMTCA, AMC, and MSC as they pertain to the movement of ammunition.
3. Demonstrate a knowledge of the Munitions Transportation Management System (MTMS for the movement of ammunition from the SMCA

REFERENCES:

1. Global Transportation Network (GTN) System
2. Joint Planning and Execution System (JOPES)
3. Joint Total Asset Visibility (JTAV)
4. Marine Ammunition Accounting and Reporting System (MAARS)
5. MCO 8023.3A Personnel Qualification and Certification Program for Class V Ammunition and Explosives

2311-ADMN-2014: Plan Ammunition Support for Operations

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: This event addresses the requirement for an Ammunition Technician to plan ammunition in support of contingency operations.

BILLETS: Liaison Officer (SNCO/Officer), MARFOR Ammunition Chief, MEF Ammunition Chief, Major Subordinate Command Ammunition Chief, Operations Chief, Regimental Ammunition Chief

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an operations plan, T/O, T/E, and the references.

STANDARD: To meet the demands of the designated mission.

PERFORMANCE STEPS:

1. Develop ammunition requirements based on T/O, T/E and force flow .
2. Determine logistics support requirements.
3. Identify possible ammunition common items support as required.
4. Identify possible coalition ammunition support requirements as required.
5. Identify possible foreign military ammunition support requirements as required.
6. Recommended changes to OPLAN.

REFERENCES:

1. FM 4-30.1 Ammunition Service in the Theater of Operations
2. MCO 8010.1E Class V(W) Planning Factors for Fleet Marine Force Combat Operations
3. MCO 8023.3A Personnel Qualification and Certification Program for Class V Ammunition and Explosives
4. MCO P4030.19 Preparation of Hazardous Material for Military Air Shipment

2311-ADMN-2015: Supervise Ammunition Accounting Program

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: This event addresses the requirement for an Ammunition SNCO assigned as a records chief to supervise the ammunition accounting program for his unit.

BILLETS: Inventory Manager (SNCO/Officer), Records Chief Ammunition Supply Point

GRADES: SSGT, GYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given an ammunition account and the references.

STANDARD: To ensure accurate accountability of ammunition stockpile.

PERFORMANCE STEPS:

1. Ensure appropriate stock level is maintained.
2. Verify accuracy of required documentation.
3. Ensure required inventories are conducted.
4. Evaluate inventory results for appropriate action.
5. Prepare reports as required.

PREREQUISITE EVENTS:

2311-ADMN-1008

RELATED EVENTS:

2311-ADMN-1003	2311-ADMN-1004	2311-ADMN-1005
2311-ADMN-1006	2311-ADMN-1007	2311-ADMN-2002

2311-ADMN-1002

REFERENCES :

1. MCO 4400.150E Consumer Level Supply Policy Manual
2. MCO P4400.151 Intermediate Level Supply Management Policy Manual
3. MCO 8023.3A Personnel Qualification and Certification Program for Class V Ammunition and Explosives
4. UM 4400-15 Marine Corps User Manual (Organic Property Control)
5. UM 4400.124 SASSY Using Unit Procedures Manual

SUPPORT REQUIREMENTS :

ROOMS/BUILDINGS : Computer Based Training Lab

MATERIAL : NAVMC 10774 Cards Automated Ammunition Accounting Program

FUNCTIONAL AREA: COMBAT SERVICE SUPPORT OPERATIONS (CSSO)

2311-CSSO-2101: Design a Field Ammunition Supply Point (FASP)

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: This event addresses the requirement for an Ammunition SNCO to design a FASP in support of training or contingency operations.

BILLETS: Battalion Ammunition Chief, Operations Chief, Regimental Ammunition Chief, SNCOIC Ammunition Supply Point, Section Head Ammunition Supply Point, Storage Chief Ammunition Supply Point

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the mission to establish a FASP, list of ammunition requirements, personnel, required tools, supplies, and equipment, and the references.

STANDARD: Ensuring operational, safety, and logistics concerns of the training event or contingency are met.

PERFORMANCE STEPS:

1. Select an adequate field storage site.
2. Determine the equipment and personnel support requirements.
3. Design the FASP.
4. Submit waivers, exemptions, and site approvals as required.
5. Coordinate engineer support for FASP construction.
6. Coordinate and establish security requirements.

REFERENCES:

1. DOD 6055.9 Department of Defense Explosives Safety Manual
2. MCO 8023.3A Personnel Qualification and Certification Program for Class V Ammunition and Explosives
3. MCO P8020.10A Marine Corps Ammunition Management and Explosives Safety Policy Manual
2. OP 5, Vol 1 Ammunition and Explosives Ashore Safety Regulations for Handling, Storing, Production, Renovation and Shipping
3. OP 5, Vol 3 Ammunition and Explosives Ashore Advanced Bases
4. OPNAVINST 5530.13C Department of the Navy Physical Security Instruction for Conventional Arms, Ammunition, and Explosives (AA&E)

SUPPORT REQUIREMENTS:

MATERIAL: Sand Table Representative training devices (containers, pallets, tents, MHE/CHE, etc)

2311-CSSO-2102: Execute Ammunition Distribution Operations

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: This event addresses the requirement for an Ammunition

Technician to coordinate the disposition and distribution of stocks in theater to support operations.

BILLETS: Liaison Officer (SNCO/Officer), MARFOR Ammunition Chief, MEF Ammunition Chief, Major Subordinate Command Ammunition Chief, Operations Chief, SNCOIC Ammunition Supply Point

GRADES: SSGT, GYSGT, MSGT, MGYSST

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the requirement to support a MAGTF with ammunition, an ammunition stockpile, designated stockage objectives, personnel, equipment, and the references.

STANDARD: To support activities, supported units, and the mission.

PERFORMANCE STEPS:

1. Review munitions reports from supported units and supporting activities.
2. Determine the quantities and types of ammunition to be moved.
3. Determine the source and destination of the ammunition to be moved.
4. Determine the logistic movement requirement of ammunition.

REFERENCES:

1. FM 4-30.1 Ammunition Service in the Theater of Operations
2. MCO 8023.3A Personnel Qualification and Certification Program for Class V Ammunition and Explosives
3. MCO P4400.39H War Reserve Materiel (WRM) Policy Manual
4. MCO P8020.10A Marine Corps Ammunition Management and Explosives Policy Manual
5. NAVSEA OP 5, VOL 1 Ammunition and Explosives Ashore Safety Regulations for Handling, Storing, Production, Renovation and Shipping
6. NAVSEA OP 5, VOL 3 Ammunition and Explosives Ashore; Advanced Bases

2311-CSSO-2103: Supervise Combat Disposal Operations

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: This event addresses the requirement for an Ammunition Technician to supervise the disposal of ammunition in a combat environment.

BILLETS: Operations Chief, SNCOIC Ammunition Supply Point, Section Head Ammunition Supply Point, Storage Chief Ammunition Supply Point

GRADES: SSGT, GYSGT, MSGT, MGYSST

INITIAL TRAINING SETTING: MOJT

CONDITION: Given ammunition, demolition material, disposal tools, safe disposal area, and the references.

STANDARD: To ensure proper combat disposal per the references.

PERFORMANCE STEPS:

1. Determine the safe area.

2. Determine the types and quantities of ammunition that will require destruction.
3. Determine appropriate method of destruction for each ammunition type.
4. Determine types and quantities of donor materials required to perform the destruction.
5. Determine the location of all firing trains and initiations points.
6. Supervise disposal team operations.
7. Complete necessary documentation.

REFERENCES:

1. DOD 6055.9 Department of Defense Explosives Safety Manual
2. MCO P8020.10A Marine Corps Ammunition Management and Explosives Policy Manual
3. MCO 8023.3A Personnel Qualification and Certification Program for Class V Ammunition and Explosives
4. NAVSEA SWO60-AA-MMA-010 Demolition Materials
5. NAVSEA SWO60-AA-MMA-020, VOL 2 Demolition Materials Obsolete and Unserviceable
6. OP 5, Vol 1 Ammunition and Explosives Ashore Safety Regulations for Handling, Storing, Production, Renovation and Shipping
7. OP 5, Vol 3 Ammunition and Explosives Ashore Advanced Bases
8. SECNAVINST 5212.5D Navy and Marine Corps Records Disposition Manual
9. TM 9-1300-277 General Instructions for Demilitarization/Disposal of Conventional Munitions

SUPPORT REQUIREMENTS:

ORDNANCE:

<u>DODIC</u>	<u>QUANTITY</u>
DA12 Charge, Propellant 155mm MACS M231	1
M023 Demolition Block C-4 1 1/4 lb	4
M130 Cap, Blasting Electric M6	1
M131 Cap, Blasting Non-Electric	2
M456 Cord, Detonating PETN Type I Class E	50
M670 Fuze, Blasting Time M700	100
MN08 Igniter, Time Blasting Fuse with Shock Tube	2

Note: The quantities above are per individual Marine.

RANGE/TRAINING AREA:

Facility Code 17430 Impact Area Duded
Facility Code 17830 Light Demolition Range

EQUIPMENT: Fire fighting equipment, Gloves, M2 Crimpers, Electrical Tape, Blasting Machine

MATERIAL: Dunnage Disposal Burn Tub w/cover, Diesel Fuel

UNITS/PERSONNEL: EOD support personnel

MISCELLANEOUS:

SPECIAL PERSONNEL CERTS: Personnel should be qualified and certified at the appropriate level pursuant to MCO 8023.3 SERIES.

2311-CSSO-2104: Plan Ammunition Combat Service Support for Operations

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: This ITS addresses the requirement for an ammunition technician to plan the myriad tasks associated with combat service support for operations.

BILLETS: MARFOR Ammunition Chief, MEF Ammunition Chief, Major Subordinate Command Ammunition Chief, Operations Chief, Regimental Ammunition Chief

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a designated mission, ammunition requirements list, and the references.

STANDARD: To support the mission.

PERFORMANCE STEPS:

1. Receive a combat service support mission.
2. Receive an ammunition requirements listing from the operating forces.
3. Participate in the overall deliberate planning process for the ammunition support plan.
4. Develop an ammunition support plan annex to the operation order.
5. Coordinate initial receipt of stocks into theater and distribution of those stocks to the appropriate ASP's.
6. Coordinate with the MAGTF HQ for the initial combat load out for the operational forces.
7. Coordinate ammunition re-supply procedures with higher HQ's.

CHAINED EVENTS:

2311-ADMN-2014 2340-ADMN-2013

REFERENCES:

1. FM 4-30.1 Munitions Distribution in the Theater of Operations
 2. FM 9-6 Ordnance Ammunition Service in the Field
 2. FM 9-38 Conventional Ammunition Unit Operations
 3. FMFM 4-1 Combat Service Support Operations
 4. MCO P8020.10A Marine Corps Ammunition Management and Explosives Policy Manual
 5. MCO 8023.3A Personnel Qualification and Certification Program for Class V Ammunition and Explosives
 6. NAVSEA OP 5, VOL 1 Ammunition and Explosives Ashore Safety Regulations for Handling, Storing, Production, Renovation and Shipping
 7. NAVSEA OP 5, VOL 3 Ammunition and Explosives Ashore; Advanced Bases
 8. Joint Planning and Execution System (JOPES)
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FUNCTIONAL AREA: EXPLOSIVES SAFETY (EXPS)

2311-EXPS-2201: Execute the storage of Waste Military Munitions

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: This event addresses the requirement for an Ammunition Technician to safely, efficiently, and effectively store ammunition to support its mission.

BILLETS: SNCOIC Ammunition Supply Point, Section Head Ammunition Supply Point, Storage Chief Ammunition Supply Point

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the requirement to store waste military munitions, personnel, and the references.

STANDARD: Ensuring safe storage per the references.

PERFORMANCE STEPS:

1. Demonstrate a knowledge of the organization responsibilities of the Installation Environmental Office and the DDA.
2. Identify the type of permitted storage for waste military munitions (i.e. permitted RCRA storage, Subpart EE storage, Conditionally Exempt (CE) storage, or less than 90-day hazardous waste storage).
3. Segregate waste military munitions from other ammunition in storage based on compatibility.
4. Mark waste military munitions as "Hazardous Waste Military Munitions" on the stack card, or directly on the munitions in large legible letters.
5. Maintain written records of all WMM stored for 3 years from last date stored.
6. Conduct annual inventories of WMM stored and maintain records for 3 years.
7. Conduct quarterly inspections of WMM stored and maintain records of findings of inspections for 3 years.
8. Notify installation emergency response and environmental office in the event of an actual or potential detonation of waste military munitions in storage.

REFERENCES:

1. CFR 40 Code of Federal Regulations - Hazardous Substances & Wastes
2. CFR 49 Code of Federal Regulations - Transportation
3. DOD 6055.9 Department of Defense Explosives Safety Manual
4. MCO P5090.2A Marine Corps Environmental and Protection Manual
5. MCO P8020.10A Marine Corps Ammunition Management and Explosives Policy Manual
6. MCO 8023.3A Personnel Qualification and Certification Program for Class V Ammunition and Explosives
7. Department of Defense Policy to Implement the EPA's Military Munitions Rule

SUPPORT REQUIREMENTS:

ROOMS/BUILDINGS: Ammunition bunkers/magazines

EQUIPMENT: MHE Fire fighting equipment Banding PPE HazMat Gear

MATERIAL: Assorted live and inert ammunition items representing the scope of ammunition family groups (small arms, mortars, arty, demo, pyro, etc).

MISCELLANEOUS:

SPECIAL PERSONNEL CERTS: Personnel should be qualified and certified at the appropriate level pursuant to MCO 8023.3 SERIES.

2311-EXPS-2202: Identify Hazards of Electromagnetic Radiation to Ordnance (HERO)

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: This event addresses the requirement for an Ammunition Technician to identify HERO for explosive operations.

BILLETS: ASP Ammunition Tech, Base ESO Officer/SNCO, Battalion Ammunition Chief, Battalion Ammunition Tech, Battery Ammunition Tech, Company Ammunition Tech, Issues / Segregation NCO, Liaison Officer (SNCO/Officer), Major Subordinate Command Ammunition Tech, Operations Chief, Packaging NCO, Regimental Ammunition Chief, SNCOIC Ammunition Supply Point, Section Head Ammunition Supply Point, Storage Chief Ammunition Supply Point

GRADES: PVT, PFC, LCPL, CPL, SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given ammunition, storage area, the potential hazard, and the references.

STANDARD: To ensure preventive and safety measures are established to safeguard ammunition from HERO.

PERFORMANCE STEPS:

1. Identify munitions requiring HERO protection.
2. Determine HERO protection required.
3. Comply with establish safety measures based on HERO protection requirements.

PREREQUISITE EVENTS:

2311-RSSI-1401 2311-ADMN-1008

REFERENCES:

1. DOD 5160.65M Single Manager for Conventional Ammunition
2. DOD 6055.9 Department of Defense Explosives Safety Manual
3. MCO 8020.10A Marine Corps Ammunition Management and Explosives Policy Manual
4. MCO 8023.3A Personnel Qualification and Certification Program for Class V Ammunition and Explosives
5. MCO 8023.3A Personnel Qualification and Certification Program for Class V Ammunition and Explosives
6. NAVSEA OP 3565, Vol 1 Electromagnetic Radiation Hazards (Hazards to Personnel, Fuel and Other Flammable Materials)

7. NAVSEA OP 3565, Vol 2 Electromagnetic Radiation Hazards (Hazards to Ordnance)
8. NAVSEA OP 5, Vol 1 Ammunition and Explosives Ashore Safety Regulations for Handling, Storing, Production, Renovation and Shipping

MISCELLANEOUS:

SPECIAL PERSONNEL CERTS: Personnel should be qualified and certified at the appropriate level pursuant to MCO 8023.3 SERIES.

2311-EXPS-2203: Supervise an Explosives Safety Program

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: This event addresses the requirement for an Ammunition Technician in a leadership roll to ensure that ammunition operations are conducted in a safe manner in accordance with applicable directives.

BILLETS: ASP Ammunition Tech, Base ESO Officer/SNCO, Battalion Ammunition Chief, Battalion Ammunition Tech, Battery Ammunition Tech, Company Ammunition Tech, Issues / Segregation NCO, MARFOR Ammunition Chief, MEF Ammunition Chief, Major Subordinate Command Ammunition Chief, Major Subordinate Command Ammunition Tech, Operations Chief, Packaging NCO, Regimental Ammunition Chief, SNCOIC Ammunition Supply Point, Section Head Ammunition Supply Point, Storage Chief Ammunition Supply Point

GRADES: CPL, SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given an installation, ammunition storage area, ammunition handling operation, personnel, safety equipment and the references.

STANDARD: To ensure explosives ammunition operations are executed safely per established directives.

PERFORMANCE STEPS:

1. Ensure explosives safety regulations are met before and during ammunition operations.
2. Ensure all standard operating procedures (SOP) for ammunition operations are followed.
3. Conduct ammunition explosives safety training with all personnel participating in the explosives operation.

REFERENCES:

1. CFR 49 Code of Federal Regulations - Transportation
2. DOD 6055.9 Department of Defense Explosives Safety Manual
3. Executive Order 12088 Federal Compliance with Pollution Control Standards
4. MCO 5100.8 Marine Corps Ground Occupational Safety and Health (OSH) Program
5. MCO P8020.10A Marine Corps Ammunition Management and Explosives Policy Manual
6. MCO 8023.3A Personnel Qualification and Certification Program for Class V Ammunition and Explosives
7. NAVSEA SWO20-AC-SAF-010 Transportation and Storage Data for Ammunition,

- Explosives and Related Hazardous Materials
8. NAVSEAINST 8023.11 S.O.P for the Processing of Expendable Ordnance at Navy and Marine Corps Activities
 9. OP 5, Vol 1 Ammunition and Explosives Ashore Safety Regulations for Handling, Storing, Production, Renovation and Shipping
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FUNCTIONAL AREA: PLANNING (PLAN)

2311-PLAN-2301: Compute Class V(W) Requirements and Prepositioning Objectives (PO) for Maritime Prepositioned Force (MPF) Squadrons and LFORM carriers.

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: This event addresses the requirement for an Ammunition Technician at the MEF/MARFOR/HQMC level to determine the ammunition prepositioning objectives for MPF and LFORM carriers.

BILLETS: MARFOR Ammunition Chief, MCCDC SNCOIC, MEF Ammunition Chief

GRADES: MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given an ammunition requirements list for an MPF squadron or MEU, ships storage space, New Explosive Weight (NEW) limitations, and the references.

STANDARD: To ensure PO for each ship within a squadron or LFORM carrier are developed.

PERFORMANCE STEPS:

1. Identify the NEW and combatability characteristics of the requirements list.
2. Examine possible prepositioning configurations.
3. Determine the best possible prepositioning objective within the respective vessels NEW and space limitations.
4. Publish the results of the tailoring effort via naval message.

REFERENCES:

1. FMFPACO 4080.2 LFORM
 2. MCO 8010.1E Class V(W) Planning Factors for Fleet Marine Force Combat Operations
 3. MCO 8020.1 Handling, Transportation, Storage, Reclassification and Disposal of Class V(W) Material
 4. MCO 8023.3A Personnel Qualification and Certification Program for Class V Ammunition and Explosives
 5. MCO P4400.39H War Reserve Materiel (WRM) Policy Manual
 6. NAVMC 2907 MPF Prepositioning Objective
 7. NAVSEA SWO20-AC-SAF-010 Transportation and Storage Data for Ammunition, Explosives and Related Hazardous Materials
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2311-PLAN-2302: Coordinate Movement of Ammunition for Inter-Theater Operations in Support of Combat Operations

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: This ITS addresses the requirement for ammunition technician to coordinate the inter-theater movement of ammunition in support of contingencies.

BILLETS: MARFOR Ammunition Chief, MEF Ammunition Chief, Major Subordinate Command Ammunition Chief, and Operations Chief.

GRADES: MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given applicable operational plans, required funding, support from Marine Corps Systems Command, other support commands, and the references.

STANDARD: To ensure initial and sustainment ammunition support is provided to the operating forces in support of contingency operations.

PERFORMANCE STEPS:

1. Identify and Provide operating force requirements to higher headquarters and/or MARCORSYSCOM to determine sourcing and asset availability. Request notification of shortfalls.
2. Submit operating force requirements to the supported COCOM for movement and planning purposes.
3. Review Time-Phased Force Deployment Data (TPFDD) Letters of Instruction (LOI).
4. Provide TPFDD info to Marine Forces planners for input into the Joint Operational Planning and Execution System (JOPES).
5. Monitor Working Plan Identifiers (PID) for each respective Plan.
6. Identify operational plan objectives, ports of embarkation, and ports of debarkation to subordinate commands and MARCORSYSCOM.
7. Coordinate operating force requirements in support of the overall joint operational plan with the COCOM.
8. Coordinate movement requirements of ammunition with the COCOM, MARCORSYSCOM, JMC, JMTCA, SMCA, and subordinate commands.
9. Monitor movement of ammunition with the COCOM, MARCORSYSCOM, JMC, JMTCA, SMCA, and subordinate commands.

CHAINED EVENTS:

2340-ADMN-2010 2340-PLAN-2304

REFERENCES:

1. Joint Operation Planning and Execution System (JOPES) Users Manual
2. Joint Munitions Transportation Coordinating Activity (JMTCA) Standard Operating Procedure (SOP)
3. MCO 8023.3A Personnel Qualification and Certification Program for Class V Ammunition and Explosives

2311-PLAN-2303: Develop Operation Plan

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: This ITS addresses the requirement for an ammunition technician to develop the ammunition requirements and support necessary to execute an Operation Plan.

BILLETS: MARFOR Ammunition Chief, MEF Ammunition Chief, Major Subordinate Command Ammunition Chief, and Operations Chief.

GRADES: MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given guidance from higher headquarters, and the references.

STANDARD: To determine ammunition support.

PERFORMANCE STEPS:

1. Develop ammunition requirements based on T/O) and T/E.
2. Identify critical ammunition.
3. Determine constrained ammunition.
4. Validate support personnel and equipment requirements.
5. Determine logistics support requirements.
6. Identify possible ammunition common item support as required.
7. Identify possible coalition ammunition support requirements as required.
8. Identify possible foreign military ammunition support requirements as required.

RELATED EVENTS:

2311-ADMN-1001	2311-ADMN-2013	2311-ADMN-2014
2311-PLAN-2301	2340-ADMN-2008	2340-PLAN-2301
2340-PLAN-2303	2340-PLAN-2305	2340-ADMN-2010

REFERENCES:

1. FM 4-30.1 Ammunition Service in the Theater of Operations
2. MCO 8010.1E Class V (W) Planning Factors for Fleet Marine Force Combat Operations
3. MCO 8012.1 Emergency Munitions Support for Joint Operations
4. MCO P4400.39H War Reserve Materiel (WRM) Policy Manual
5. MCO P5530.14 Marine Corps Physical Security Program Manual
6. MCO P8020.10A Marine Corps Ammunition Management and Explosives Policy Manual
7. MCO 8023.3A Personnel Qualification and Certification Program for Class V Ammunition and Explosives
8. Global Transportation Network (GTN) System
9. Joint Munitions Transportation Coordinating Activity (JMTCA)
10. Joint Planning and Execution System (JOPES)
11. Joint Total Asset Visibility (JTAV)
12. Wartime Host Nation Support (WHNS)
13. Wartime Movement Plan (WMP)

SUPPORT REQUIREMENTS:

MATERIAL: Force Requirements Generator or automated planning tool

FUNCTIONAL AREA: RECEIPT, SEGREGATE, STORE, AND ISSUE (RSSI)

2311-RSSI-2402: Supervise an Ammunition Inspection Program

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: This event addresses the requirement for an Ammunition Technician to supervise the Ammunition Inspection Program established for the organization.

BILLETS: Issues / Segregation NCO, Liaison Officer (SNCO/Officer), Operations Chief, Packaging NCO, Regimental Ammunition Chief, SNCOIC Ammunition Supply Point, Section Head Ammunition Supply Point, Storage Chief Ammunition Supply Point

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the responsibility to supervise an ammunition inspection program, requirement for inspection, and the references.

STANDARD: Ensuring that the ammunition inspection teams accurately sentence ammunition to its correct condition and defect code.

PERFORMANCE STEPS:

1. Ensure inspection teams properly conduct storage and receipt inspections.
2. Ensure required documentation is completed based on inspection results.
3. Notify appropriate personnel of inspection deficiencies.

PREREQUISITE EVENTS:

2311-RSSI-1401 2311-RSSI-1402 2311-ADMN-1008

RELATED EVENTS:

2311-RSSI-1404 2311-RSSI-1407

REFERENCES:

1. CFR 49 Code of Federal Regulations - Transportation
2. DOD 6055.9 Department of Defense Explosives Safety Manual
3. MCO P8020.10A Marine Corps Ammunition Management and Explosives Policy Manual
4. MCO 8023.3A Personnel Qualification and Certification Program for Class V Ammunition and Explosives
5. NAVSEA SWO20-AC-SAF-010 Transportation and Storage Data for Ammunition, Explosives and Related Hazardous Materials
6. NAVSEA TWO 24-AA-ORD-010 Ammunition, Unserviceable, Suspended and Limited Use
7. NAVSUP P-805 Conventional Ammunition Sentencing Receipt, Segregation, Storage & Issue Sentencing
8. NAVSUP P-807 Conventional Ammunition Sentencing Fleet Sentencing
9. OP 5, Vol 1 Ammunition and Explosives Ashore Safety Regulations for Handling, Storing, Production, Renovation and Shipping
10. SB 742-1 Ammunition Surveillance Procedures
11. TM 43 Series

MISCELLANEOUS:

SPECIAL PERSONNEL CERTS: Personnel should be qualified and certified at the appropriate level pursuant to MCO 8023.3 SERIES, and must have completed Ammo-14 course.

2311-RSSI-2403: Inspect Ammunition Vehicles

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: This event addresses the requirement for an Ammunition Technician to inspect a vehicle and driver to ensure it is capable of safely transporting an ammunition load.

BILLETS: ASP Ammunition Tech, Base ESO Officer/SNCO, Battalion Ammunition Chief, Battalion Ammunition Tech, Battery Ammunition Tech, Company Ammunition Tech, Issues / Segregation NCO, Major Subordinate Command Ammunition Tech, Operations Chief, Packaging NCO, Regimental Ammunition Chief, SNCOIC Ammunition Supply Point, Section Head Ammunition Supply Point, Storage Chief Ammunition Supply Point

GRADES: PVT, PFC, LCPL, CPL, SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given vehicles designated for transport of ammunition, transportation documentation, and the references.

STANDARD: To ensure the vehicle can be safely used to transport munitions.

PERFORMANCE STEPS:

1. Verify driver qualifications to transport ammunition.
2. Inspect vehicle (s) prior to loading.
3. Verify loaded vehicles meet cargo compatibility, weight restrictions, and compliance with transportation regulations.
4. Complete all required documentation and distribute as required.

PREREQUISITE EVENTS:

2311-ADMN-1008

REFERENCES:

1. CFR 49 Code of Federal Regulations - Transportation
2. DOD 6055.9 Department of Defense Explosives Safety Manual
3. MCO P8020.10A Marine Corps Ammunition Management and Explosives Policy Manual
4. MCO 8023.3A Personnel Qualification and Certification Program for Class V Ammunition and Explosives
5. NAVSEA SWO20-AC-SAF-010 Transportation and Storage Data for Ammunition, Explosives and Related Hazardous Materials
6. NAVSEA SWO20-AF-HBK-010 Motor Vehicle Driver and Shipping Inspector's Manual for Ammunition, Explosives, and Related Hazardous Materials
7. OP 5, Vol 1 Ammunition and Explosives Ashore Safety Regulations for Handling, Storing, Production, Renovation and Shipping

SUPPORT REQUIREMENTS:

EQUIPMENT: HMMWV's, MTRV's, LVS's, Tractor Trailers, Trailers

MISCELLANEOUS:

SPECIAL PERSONNEL CERTS: Individual must be qualified and certified at the appropriate level per MCO 8023.3 SERIES. Individual must pass the Motor Vehicle and Railcar Inspectors Course, and the Ammo-51 course.

2311-RSSI-2404: Supervise Operations of an Ammunition Storage Area

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: This event addresses the requirement for an Ammunition Technician to manage the myriad duties associated with the operation of an ammunition storage area.

BILLETS: Liaison Officer (SNCO/Officer), Operations Chief, Regimental Ammunition Chief, SNCOIC Ammunition Supply Point, Section Head Ammunition Supply Point, Storage Chief Ammunition Supply Point, Battalion Ammunition Chief.

GRADES: CPL, SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an ammunition storage area, personnel, MHE, safety equipment, and the references.

STANDARD: To ensure that operations are conducted safely, efficiently, and effectively.

PERFORMANCE STEPS:

1. Manage the receipt, storage, prepare for issue, and accountability of ammunition.
2. Direct the implementation of explosive safety and environmental compliance programs.
3. Direct the Implement an Ammunition Storage Area Security Program.
4. Ensure safe handling and shipment procedures are followed.
5. Ensure minor maintenance of ammunition is conducted.
6. Ensure serviceability of MHE, hand tools, and fire fighting equipment.
7. Ensure fire bills and fire maps are developed.
8. Ensure compliance with all site approvals, waivers, and exemptions, as required.
9. Ensure standard operating procedures (SOP) for ammunition operations are developed and followed.
10. Review the submission of waivers, exemptions and site approvals, as required.
11. Develop fire bills and fire maps.

REFERENCES:

1. CFR 49 Code of Federal Regulations - Transportation
2. DOD 6055.9 Department of Defense Explosives Safety Manual
3. MCO 8023.3A Personnel Qualification and Certification Program for Class V

- Ammunition and Explosives
4. MCO P4030.19 Preparation of Hazardous Material for Military Air Shipment
 5. MCO P8020.10A Marine Corps Ammunition Management and Explosives Policy Manual
 6. NAVSEA SWO20-AC-SAF-010 Transportation and Storage Data for Ammunition, Explosives and Related Hazardous Materials
 7. NAVSEA SWO20-AF-HBK-010 Motor Vehicle Driver and Shipping Inspector's Manual for Ammunition, Explosives, and Related Hazardous Materials
 8. NAVSEA SWO20-AG-SAF-010 Navy Transportation Safety Handbook for Ammunition, Explosives and related Hazardous Materials
 9. NAVSEA SWO23-AH-WHM-010 Handling Ammunition and Explosives with Industrial Material Handling Equipment (MHE)
 10. NAVSEAINST 8023.11 S.O.P for the Processing of Expendable Ordnance at Navy and Marine Corps Activities
 11. OP 5, Vol 1 Ammunition and Explosives Ashore Safety Regulations for Handling, Storing, Production, Renovation and Shipping
 12. OPNAVINST 5530-13C Department of the Navy Physical Security Instruction for Conventional Arms, Ammunition, and Explosives (AA&E)
 13. OPNAVINST 5530.14C Navy Physical Security Manual
 14. TM 9-243 COMMON TOOLS MANUAL
 15. UM 4400-15 Marine Corps User Manual (Organic Property Control)

MISCELLANEOUS:

SPECIAL PERSONNEL CERTS: Personnel should be qualified and certified at the appropriate level pursuant to MCO 8023.3 SERIES, and complete the Ammo-51 course.

2311-RSSI-2405: Supervise Preparation of Ammunition for Transport

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: This event addresses the requirement for an Ammunition SNCO to manage the preparation of ammunition for shipment via any mode (air, sea, land)

BILLETS: Battalion Ammunition Chief, Liaison Officer (SNCO/Officer), Major Subordinate Command Ammunition Chief, Operations Chief, Regimental Ammunition Chief, SNCOIC Ammunition Supply Point, Storage Chief Ammunition Supply Point

GRADES: CPL, SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given ammunition, personnel, mode of transport, packing materials, equipment, and the references.

STANDARD: Ensuring ammunition is correctly prepared for the respective transportation mode.

PERFORMANCE STEPS:

1. Verify ammunition to be transported is compatible.
2. Verify compliance with security requirements.
3. Ensure ammunition is secured by blocking and bracing or other appropriate means.

4. Ensure completion of all required documentation and distribution as required.

REFERENCES:

1. CFR 49 Code of Federal Regulations - Transportation
2. DOD 6055.9 Department of Defense Explosives Safety Manual
3. MCO 8020.10A Marine Corps Ammunition Management and Explosives Safety Policy Manual
4. MCO 8023.3A Personnel Qualification and Certification Program for Class V Ammunition and Explosives
5. MCO P4030.19 Preparation of Hazardous Material for Military Air Shipment
6. NAVSEA SWO20-AC-SAF-010 Transportation and Storage Data for Ammunition, Explosives and Related Hazardous Materials
7. NAVSEA SWO20-AF-HBK-010 Motor Vehicle Driver and Shipping Inspector's Manual for Ammunition, Explosives, and Related Hazardous Materials
8. NAVSEA SWO23-AH-WHM-010 Handling Ammunition and Explosives with Industrial Material Handling Equipment (MHE)
9. OP 5, Vol 1 Ammunition and Explosives Ashore Safety Regulations for Handling, Storing, Production, Renovation and Shipping
10. OP 5, Vol 3 Ammunition and Explosives Ashore Advanced Bases

MISCELLANEOUS:

SPECIAL PERSONNEL CERTS: Personnel should be qualified and certified at the appropriate level pursuant to MCO 8023.3 SERIES, and complete the Ammo-51 course.

FUNCTIONAL AREA: PHYSICAL SECURITY (PS)

2311-PS-2501: Supervise an Ammunition Security Program

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: This event addresses the requirement for an Ammunition Technician to supervise the ammunition security within an ASP or FASP.

BILLETS: Liaison Officer (SNCO/Officer), Operations Chief, Ammunition Supply Point, SNCOIC Ammunition Supply Point, Section Head Ammunition Supply Point, Storage Chief Ammunition Supply Point

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the responsibility to supervise an ammunition security program and the references.

STANDARD: Ensuring the Physical security of ammunition within an ammunition storage area.

PERFORMANCE STEPS:

1. Inspect ammunition storage areas and stocks to identify any security violations.
2. Establish procedures for securing ammunition storage area.
3. Enforce all security procedures.
4. Correct identified security deficiencies.
5. Coordinate ammunition storage area Security Plan with the external security organizations.

PREREQUISITE EVENTS:

2311-ADMN-1008

REFERENCES:

1. DOD 5100.76M Physical Security of Sensitive Conventional Arms
 2. MCO P8020.10A Marine Corps Ammunition Management and Explosives Policy Manual
 3. MCO 5500.6 Arming of Security and Law Enforcement (LE) Personnel
 4. MCO 5530 Physical Security
 5. MCO 8023.3A Personnel Qualification and Certification Program for Class V Ammunition and Explosives
 6. NAVSEA OP 5, VOL 3 Ammunition and Explosives Ashore; Advanced Bases
 7. NAVSEA SWO20-AC-SAF-010 Transportation and Storage Data for Ammunition, Explosives and Related Hazardous Materials
 8. NAVSEA SWO20-AF-HBK-010 Motor Vehicle Driver and Shipping Inspector's Manual for Ammunition, Explosives, and Related Hazardous Materials
 9. OP 5, Vol 1 Ammunition and Explosives Ashore Safety Regulations for Handling, Storing, Production, Renovation and Shipping
 10. OPNAVINST 5530.13C Department of the Navy Physical Security Instruction for Conventional Arms, Ammunition, and Explosives (AA&E)
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AMMUNITION TECHNICIAN/OFFICER T&R MANUAL

CHAPTER 5

MOS 2340, AMMUNITION OFFICER INDIVIDUAL TRAINING

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MOS 2340, AMMUNITION OFFICER INDIVIDUAL TRAINING

5000. PURPOSE

This chapter contains individual training events for the Ammunition Officer.

5010. EVENT CODING

Events in the T&R manual are depicted with a 12 field alphanumeric system, i.e. xxxx-xxxx-xxxx. This chapter utilizes the following methodology:

a. Field one - Each event starts with 2340, indicating that the event is for MOS 2340, Ammunition Officers.

b. Field two - This field is alpha characters indicating a functional area. The functional areas for this chapter are listed below:

<u>Code</u>	<u>Description</u>	<u>Example</u>
ADMN	Administrative Functions	AMMO-ADMN-XXXX
CSSO	Combat Service Support Operations	AMMO-CSSO-XXXX
EXPS	Explosives Safety	AMMO-EXPS-XXXX
PLAN	Planning	AMMO-PLAN-XXXX
RSSI	Receipt, Segregate, Store and Issue	AMMO-RSSI-XXXX
PS	Physical Security	AMMO-PS-XXXX

c. Field three - All individual events within T&R Manuals are either 1000-level for events taught at MOS-producing formal schools or 2000-level for events taught at advanced-level schools or MOJT. This chapter contains both 1000 and 2000-level events.

5020. INDEX OF INDIVIDUAL EVENTS

Event Code	Event	Page
	1000 LEVEL	
2340-ADMN-1001	Compute ammunition combat requirements	5-5
2340-ADMN-1002	Manage a Qualification/Certification Program	5-5
2340-ADMN-1003	Prepare ammunition reports	5-6
2340-RSSI-1401	Identify ammunition	5-8
2340-RSSI-1402	Inspect ammunition	5-9
	2000 LEVEL	
2340-ADMN-2001	Coordinate ammunition support to eligible countries under the Developing Countries Combined Exercise Program (DCCEP)	5-11
2340-ADMN-2002	Coordinate joint programs	5-11
2340-ADMN-2003	Develop SOPs for ammunition operations	5-12
2340-ADMN-2004	Monitor ammunition maintenance programs	5-13
2340-ADMN-2005	Develop a Marine Ammunition Requirements Support Order (MARSO)	5-14
2340-ADMN-2006	Execute Marine Corps Ammunition Liaison duties	5-15
2340-ADMN-2007	Manage Ammunition Accounting Program	5-16
2340-ADMN-2008	Execute withdrawal of operating force requirements under the war reserve withdrawal plan	5-17
2340-ADMN-2009	Manage Arms, Ammunition and Explosives Program	5-17
2340-ADMN-2010	Plan strategic movement of ammunition for inter-theater operations in support of combat operations	5-18
2340-ADMN-2011	Monitor strategic movement of ammunition	5-19
2340-ADMN-2012	Execute the Marine Corps Capability Based Munitions Requirements (CBMR) process study	5-19
2340-ADMN-2013	Plan ammunition support for operations	5-20
2340-ADMN-2014	Support ammunition maintenance and quality assurance programs	5-21
2340-ADMN-2015	Support Research, Development, and Acquisition Programs	5-22
2340-CSSO-2101	Coordinate ammunition distribution operations	5-23
2340-CSSO-2102	Design a Field Ammunition Supply Point (FASP)	5-23
2340-CSSO-2103	Coordinate ammunition retrograde operations	5-24
2340-CSSO-2104	Plan combat disposal operations	5-25
2340-CSSO-2105	Plan Emergency Destruction of Ammunition in a Field Ammunition Supply Point	5-26
2340-CSSO-2106	Plan ammunition combat service support for operations	5-27
2340-EXPS-2201	Coordinate environmental compliance training for waste military munitions personnel	5-28
2340-EXPS-2202	Coordinate storage of waste military munitions	5-28
2340-EXPS-2203	Coordinate transport waste military munitions	5-29
2340-EXPS-2204	Establish a Hazards of Electromagnetic Radiation to Ordnance (HERO) Program	5-30
2340-EXPS-2205	Establish an Explosives Safety Program	5-31

2340-PLAN-2301	Determine time-phased force requirements for a major contingency plan	5-33
2340-PLAN-2302	Plan joint operations	5-33
2340-PLAN-2303	Develop Class V (W) Appendix to an Operations Plan (OPLAN) or Concept Plan (CONPLAN)	5-34
2340-PLAN-2304	Support Inter-Theater Movement of Ammunition	5-35
2340-PLAN-2305	Compute Class V (W) requirements and Prepositioning Objectives (PO) for Maritime Prepositioned Force (MPF) squadrons and LFORM carriers	5-36
2340-PLAN-2306	Evaluate North Atlantic Treaty Organization (NATO) standard ammunition for compatibility with U.S. Forces ammunition	5-37
2340-PLAN-2307	Coordinate Movement of Ammunition for Inter-Theater Operations in Support of Combat Operations	5-37
2340-PLAN-2308	Develop operation plan	5-38
2340-RSSI-2403	Manage preparation of ammunition for transport	5-40
2340-RSSI-2404	Manage Operations at an Ammunition Storage Area	5-40
2340-PS-2501	Develop an Ammunition Security Program	5-43

5030. 1000 LEVEL INDIVIDUAL TRAINING

FUNCTIONAL AREA: ADMINISTRATION

2340-ADMN-1001: Compute Ammunition Combat Requirements

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: This event addresses the requirement for an Ammunition Officer to develop ammunition combat requirements utilizing the current version of MCO 8010.

BILLETS: Commanding Officer, Liaison Officer (SNCO/Officer), MARFOR Ammunition Officer, MCCDC Officer, MEF Ammunition Officer, Major Subordinate Command Ammunition Officer, OIC Ammunition Supply Point, Operations Officer, Plans Officer, Storage Officer Ammunition supply Point

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CW-05, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a T/O, T/E, operation plan, and the references.

STANDARD: To adequately support operational needs per the reference.

PERFORMANCE STEPS:

1. Determine weapons type ammunition requirements by unit.
2. Determine non-weapons type ammunition requirements by unit.
3. Compile total requirements.
4. Submit computed requirements for validation.

RELATED EVENTS:

2340-ADMN-2005 2311-ADMN-2014

REFERENCES:

1. MCO 8010.1E Class V (W) Planning Factors for Fleet Marine Force Combat Operations

SUPPORT REQUIREMENTS:

ROOMS/BUILDINGS: Computer based training lab.

2340-ADMN-1002: Manage a Qualification/Certification Program

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: This event addresses the requirement for an Ammunition Officer to establish and manage an Ammunition and Explosives Qualification and Certification Program for Ammunition Handlers pursuant to MCO 8023.

BILLETS: Base Explosive Safety Officer, Commanding Officer, Liaison Officer (SNCO/Officer), MEF Ammunition Officer, Major Subordinate Command Ammunition Officer, Operations Officer, Storage Officer Ammunition supply Point

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5, CAPT, MAJ

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the requirement for a Qualification/Certification Program, appointment letter, personnel, and the references.

STANDARD: To ensure Marines are qualified and certified to conduct the appropriate level of ammunition handling operations.

PERFORMANCE STEPS:

1. Define the ammunition handling operations requiring personnel to be qualified and certified.
2. Establish a qualification and certification program.
3. Identify the individuals requiring qualification and certification.
4. Verify arms, ammunition, and explosives (AA&E) screening has been conducted.
5. Certify individuals at appropriate levels after review individual training records and recommendations.

REFERENCES:

1. MCO 8023.3A Personnel Qualification and Certification Program for Class V Ammunition and Explosives
2. MCO P8020.10A Marine Corps Ammunition Management and Explosives Policy Manual

2340-ADMN-1003: Prepare Ammunition Reports

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: This event addresses the requirement for the Ammunition Officer to be familiar with the variety of ammunition related reports that the Officer would be expected to prepare (i.e. Missing, Lost, Stolen, Recovered (MLSR), Report of Discrepancy (ROD), Malfunction and Defect Reports, and Munitions Report (MUREP)).

BILLETS: Acquisition (SNCO/Officer), Base Explosive Safety Officer, Commanding Officer, Deputy Program Manager, Inventory Manager (SNCO/Officer), Liaison Officer (SNCO/Officer), MARFOR Ammunition Officer, MCCDC Officer, MEF Ammunition Officer, Major Subordinate Command Ammunition Officer, OIC Ammunition Supply Point, Operations Officer, Plans Officer, Storage Officer Ammunition supply Point, TECOM Officer

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an ammunition event, report formats, ammunition records and data, required forms and the references.

STANDARD: To ensure information is recorded in correct report format per the references.

PERFORMANCE STEPS:

1. Determine type of report(s) to be prepared.

2. Compile data for report(s).
3. Draft report(s).
4. Submit report(s) as required.

RELATED EVENTS:

2311-ADMN-1002	2311-RSSI-1402	2311-RSSI-1403
2311-ADMN-2010		

REFERENCES:

1. MCBul 8011 Class V (W) Materiel Allowances for Training and Security
2. MCO 4340.1 Reporting Missing, Lost, Stolen, or Recovered (MLSR) Government Property
3. MCO 4400.150E Consumer Level Supply Policy Manual
4. MCO 8010.1E Class V (W) Planning Factors for Fleet Marine Force Combat Operations
5. MCO 8020.1 Handling, Transportation, Storage, Reclassification and Disposal of Class V (W) Material
6. MCO 8025.1D Malfunction and Defect Reporting
7. OPNAVINST 5102.1C Mishap Investigation & Reporting

SUPPORT REQUIREMENTS:

ROOMS/BUILDINGS: Computer Based Training Lab

MATERIAL: Automated Data Processing Equipment Copies of the references

FUNCTIONAL AREA: RECEIPT, SEGREGATE, STORE, AND ISSUE

2340-RSSI-1401: Identify Ammunition

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: This event addresses the requirement for an Ammunition Officer to determine the type of ammunition the Officer is visually observing.

BILLETS: Acquisition (SNCO/Officer), Assistant Program Manager, Base Explosive Safety Officer, Commanding Officer, Inventory Manager (SNCO/Officer), Liaison Officer (SNCO/Officer), MARFOR Ammunition Officer, MCCDC Officer, MEF Ammunition Officer, Major Subordinate Command Ammunition Officer, OIC Ammunition Supply Point, Operations Officer, Storage Officer Ammunition supply Point, TECOM Officer

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an unknown ammunition item, ammunition components, packing materials, and the references.

STANDARD: To match characteristics to identify correct nomenclature, DODIC, NSN, hazard class/division, compatibility group, and security risk category.

PERFORMANCE STEPS:

1. Identify the general characteristics of the item, i.e. size, shape, color, and markings (lot number, model number, serial number, etc.)
2. Utilize reference material to match characteristics to identify correct nomenclature, DODIC, and NSN, hazard class/division, compatibility group, and security risk category

RELATED EVENTS:

2311-RSSI-1402

REFERENCES:

1. DOD Consolidated Ammunition Catalog
2. DOD 6055.9 Ammunition and Explosives Safety Standards
3. MCO P8020.10A Marine Corps Ammunition Management and Explosives Policy Manual
4. MCO 8023.3A Qualification and Certification Program for Class V Munitions and Explosive Devices
5. NAVSEA SWO20-AC-SAF-010 Transportation and Storage Data for Ammunition, Explosives and Related Hazardous Materials
6. NAVSEA TWO-10-AA-ORD-030 Navy Ammunition Logistics Codes Manual
7. OP 5 VOL I Ammunition and Explosives Ashore Safety Regulations for Handling, Storing, Production, Renovation and Shipping
8. TM 9-1300-200 Ammunition, General
9. TM 43 Series

SUPPORT REQUIREMENTS:

ROOMS/BUILDINGS: Ammunition bunkers/magazines.

MATERIAL: Assorted live and inert ammunition items representing the scope

of ammunition family groups (small arms, mortars, arty, demo, pyro, etc).

MISCELLANEOUS:

SPECIAL PERSONNEL CERTS: Individual must be qualified and certified at the appropriate level per MCO 8023.A.

2340-RSSI-1402: Inspect Ammunition

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: This event addresses the requirement for an Ammunition Officer to be able to examine an ammunition item and determine its serviceability.

BILLETS: Base Explosive Safety Officer, Liaison Officer (SNCO/Officer), Major Subordinate Command Ammunition Officer, Operations Officer, Storage Officer Ammunition supply Point

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a known ammunition item and appropriate references.

STANDARD: To determine the safety and serviceability condition of the item.

PERFORMANCE STEPS:

1. Identify the ammunition item.
2. Examine the Physical condition of the item.
3. Inspect all safety features and components.
4. Compare Physical condition against reference material.
5. Sentence item to appropriate condition code and/or defect code.
6. Ensure item is labeled appropriately.
7. Complete required documentation and reports.

PREREQUISITE EVENTS:

2340-RSSI-1401

RELATED EVENTS:

2340-ADMN-1003

REFERENCES:

1. DOD 6055.9 Department of Defense Explosives Safety Manual
2. MCO P5090.2A Marine Corps Environmental and Protection Manual
3. MCO P8020.10A Marine Corps Ammunition Management and Explosives Policy Manual
4. MCO 8023.3A Personnel Qualification and Certification Program for Class V Ammunition and Explosives
5. NAVSEA OP 5, VOL 1 Ammunition and Explosives Ashore Safety Regulations for Handling, Storing, Production, Renovation and Shipping
6. NAVSEA SWO20-AC-SAF-010 Transportation and Storage Data for Ammunition, Explosives and Related Hazardous Materials
7. NAVSEA TWO 24-AA-ORD-010 Ammunition, Unserviceable, Suspended and Limited Use
8. NAVSUP P-805 Conventional Ammunition Sentencing Receipt, Segregation, Storage & Issue Sentencing

9. NAVSUP P-807 Conventional Ammunition Sentencing Fleet Sentencing
10. SB 742-1 Ammunition Surveillance Procedures
11. TM 43 Series

SUPPORT REQUIREMENTS:

ROOMS/BUILDINGS: Ammunition bunkers/magazines.

MATERIAL: Assorted live and inert ammunition items representing the scope of ammunition family groups (small arms, mortars, arty, demo, pyro, etc).

MISCELLANEOUS:

SPECIAL PERSONNEL CERTS: Individual must be qualified and certified at the appropriate level per MCO 8023.A.

5040. 2000 LEVEL INDIVIDUAL TRAINING

FUNCTIONAL AREA: ADMINISTRATION

2340-ADMN-2001: Coordinate Ammunition Support to Eligible Countries under the Developing Countries Combined Exercise Program (DCCEP)

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: This event addresses the requirement for an Ammunition Officer on a MARFOR staff to coordinate ammunition support for DCCEP.

BILLETS: Deputy Program Manager, MARFOR Ammunition Officer

GRADES: MAJ, LTCOL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given Class V (W) exercise requirements, a request to provide support under DCCEP and the references.

STANDARD: To ensure the DCCEP objectives are achieved.

PERFORMANCE STEPS:

1. Coordinate the requirements with higher headquarters.
2. Obtain legal review on the request from the MARFOR Staff Judge Advocate.
3. Coordinate the requirements with MARCOSYSCOM for allocation and payback, the MARFOR G-3 for operational funding, and the MARFOR G-6 for funding appropriations and payback.
4. Coordinate the request with the COCOM's Security Assistance Team.
5. Coordinate the request with the DCCEP Coordinator for funding.
6. Coordinate the transfer of ammunition with the COCOM's Exercise Executive Agent (EA) for implementation in the IA and the ACSA.
7. Coordinate all efforts for the legal transfer of ammunition pursuant to U.S. law.
8. Ensure funding payback is made to MARCOSYSCOM for DCCEP funds.
9. Review and coordinate support in accordance with the Acquisition and Cross-Servicing Agreement (ACSA) and its attending Implementing Arrangement (IA).

REFERENCES:

1. MCO P8020.10A Marine Corps Ammunition Management and Explosives Policy Manual

MISCELLANEOUS:

ADMINISTRATIVE INSTRUCTIONS: Require DCCEP instruction number for inclusion within the references section.

2340-ADMN-2002: Coordinate Joint Programs

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: This event addresses the requirement for an Ammunition Officer

to coordinate ammunition support issues for joint programs.

BILLETS: Deputy Program Manager, MARFOR Ammunition Officer, Operations Officer, Plans Officer

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the mission to coordinate ammunition support policy for Joint Programs.

STANDARD: To ensure the development, coordination and dissemination of Class V (W) ground ammunition policy to Marine Forces, DoD and non-DoD agencies.

PERFORMANCE STEPS:

1. Participate in joint and operational planning exercises.
2. Coordinate operational issues related to the MPF Program.
3. Coordinate assets prepositioned in support of the Marine Corps Prepositioning Program - Norway (MCPN).
4. Coordinate the reporting, tasking, and follow-on actions related to ammunition liaison billets.
5. Coordinate the Foreign Military Sales (FMS) Program.

REFERENCES:

1. DOD 5160.65M Single Manager for Conventional Ammunition
2. FM 4-30.1 Ammunition Service in the Theater of Operations
3. JP 4-07 JTTP for Common-User Logistics During Joint Operations
4. MCO P4400.39H War Reserve Materiel (WRM) Policy Manual
5. MCO 8020.10A Marine Corps Ammunition Management and Explosives Safety Policy Manual
6. Joint Munitions Transportation Coordinating Activity (JMTCA)
7. Joint Planning and Execution System (JOPES)

2340-ADMN-2003: Develop SOPs for Ammunition Operations

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: This event addresses the requirement for an Ammunition Officer to develop SOPs for ammunition and explosives operations either in garrison or in contingency operations.

BILLETS: Acquisition (SNCO/Officer), Base Explosive Safety Officer, Commanding Officer, Liaison Officer (SNCO/Officer), MARFOR Ammunition Officer, MEF Ammunition Officer, Major Subordinate Command Ammunition Officer, Operations Officer, Plans Officer, Storage Officer Ammunition supply Point

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an ammunition operation and the references.

STANDARD: Per the references.

PERFORMANCE STEPS:

1. Review the scope of operations and determine if an SOP is required.
2. Establish Standard Operating Procedures (SOP's) for ammunition operations to be performed.
3. Update and maintain instructions as required.

RELATED EVENTS:

AMMO-EXPS-3202

AMMO-CSSO-5105

REFERENCES:

1. MCO P8020.10A Marine Corps Ammunition Management and Explosives Policy Manual
2. MCO 8023.3A Personnel Qualification and Certification Program for Class V Ammunition and Explosives
3. NAVSEAINST 8023.11 S.O.P for the Processing of Expendable Ordnance at Navy and Marine Corps Activities
4. OP 5, Vol 1 Ammunition and Explosives Ashore Safety Regulations for Handling, Storing, Production, Renovation and Shipping
5. OP 5, Vol 3 Ammunition and Explosives Ashore; Advanced Bases

SUPPORT REQUIREMENTS:

ROOMS/BUILDINGS: Computer based training lab.

2340-ADMN-2004: Monitor Ammunition Maintenance Programs

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: This event addresses the requirement for an Ammunition Officer to monitor the progress of ammunition maintenance efforts.

BILLETS: Liaison Officer (SNCO/Officer), OIC Ammunition Supply Point, Operations Officer, Storage Officer Ammunition supply Point

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the responsibility to monitor ammunition maintenance programs, maintenance program documentation and the references.

STANDARD: To ensure ammunition maintenance follows program guidelines and safety requirements per the references.

PERFORMANCE STEPS:

1. Confirm receipt of assets and components.
2. Develop Standard Operating Procedures.
3. Establish maintenance line.
4. Report maintenance progress.
5. Ensure documentation is completed.

RELATED EVENTS:

2340-RSSI-1402

REFERENCES:

1. MCO 8020.1 Handling, Transportation, Storage, Reclassification and Disposal of Class V (W) Material
2. NAVSEA OP 5 Vol 1 Ammunition and Explosive Safety Ashore
3. NAVSEA SWO20-AC-SAF-010 Transportation and Storage Data for Ammunition, Explosives and Related Hazardous Materials
4. NAVSEAINST 8023.11 S.O.P for the Processing of Expendable Ordnance at Navy and Marine Corps Activities

MISCELLANEOUS:

SPECIAL PERSONNEL CERTS: Personnel must be qualified and certified at the appropriate level pursuant to MCO 8023.3A.

2340-ADMN-2005: Develop a Marine Ammunition Requirements Support Order (MARSO)

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: This event addresses the requirement for an Ammunition Officer at the MSC, MEF, MARFOR and HQMC level to develop a MARSO directing positioning of ammunition stocks.

BILLETS: Deputy Program Manager, MARFOR Ammunition Officer, MEF Ammunition Officer, Major Subordinate Command Ammunition Officer, Plans Officer, Liaison Officer

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given ammunition requirements and the references.

STANDARD: That establishes the quantities and types of ammunition to be positioned in specific locations to support assigned missions.

PERFORMANCE STEPS:

1. Determine ammunition requirements for supported units and missions.
2. Determine available prepositioning locations (MPF Vessels, LFORM Carriers, Weapon Stations, ASPs, etc)
3. Determine prepositioning plan that best meets unit and mission requirements and accounts for storage space and lift restrictions.
4. Provide desired war reserve requirements to Marine Corps Systems Command.

PREREQUISITE EVENTS:

2340-ADMN-1001

RELATED EVENTS:

2340-ADMN-2013

REFERENCES:

1. MCO P4400.39H War Reserve Materiel (WRM) Policy Manual
2. MCO 4400.150E Consumer Level Supply Policy Manual
3. UM 4400-15 Marine Corps User Manual (Organic Property Control)

SUPPORT REQUIREMENTS:

ROOMS/BUILDINGS: Computer based training lab.

2340-ADMN-2006: Execute Marine Corps Ammunition Liaison Duties

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: This event addresses the requirement for an Ammunition Officer assigned as an Ammunition Liaison to coordinate efforts associated with the USMC munitions stockpile.

BILLETS: Liaison Officer

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the responsibility to represent Marine Corps Class V (W) interests at non-USMC storage activities, the Letter of Instruction and the references.

STANDARD: To ensure representation of the Commander, MARCOSYSCOM at the assigned facility per the LOI.

PERFORMANCE STEPS:

1. Represent the Program Manager for Ammunition, MARCOSYSCOM on all logistic management functions concerning the life cycle management of Marine Corps owned ammunition, including ground launched guided missiles.
2. Advise commander of the host activity on all matters pertaining to Marine Corps owned ammunition, including ground launched guided missiles.
3. Monitor incoming shipments from users, other storage sites and from production.
4. Ensure that adequate storage and inspection arrangements have been made.
5. Monitor shipping instructions provided to the host activity by MARCOSYSCOM (AM).
6. Schedule materiel inventories.
7. Monitor all Notices of Ammunition Reclassification (NAR) Ammunition Information Notices (AIN) and Naval Sea Systems Command Instructions (NAVSEAINST).
8. Monitor the progress on any Marine Corps funded projects.
9. Assist in the formulation of plans and instructions for the inspection, test, rework, modification and retrofitting of materiel in stock and for out-loading in support of contingency plans.
10. Monitor and execute disposition of Marine Corps materiel.
11. Furnish MARCOSYSCOM (AM) or other Marine Corps activities data as appropriate.
12. Maintain current files of all DoD, Marine Corps and other Service directives, technical publications and correspondence required.

REFERENCES:

1. MCO P8020.10A Marine Corps Ammunition Management and Explosives Policy Manual
2. Marine Ammunition Accounting and Reporting System (MAARS)

3. ROLMS User Manual

MISCELLANEOUS:

SPECIAL PERSONNEL CERTS: Personnel should be qualified and certified at the appropriate level pursuant to MCO 8023.3A.

2340-ADMN-2007: Manage Ammunition Accounting Program

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: This event addresses the requirement for an Ammunition Officer to manage the ammunition accounting program and processes for the units ammunition stockpile.

BILLETS: Inventory Manager, OIC Ammunition Supply Point

GRADES: WO-1, CWO-2, CWO-3, CWO-4

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an ammunition account and the references.

STANDARD: To ensure accurate accountability of the ammunition inventory.

PERFORMANCE STEPS:

1. Ensure stock level is maintained.
2. Verify accuracy of required documentation.
3. Ensure required inventories are conducted.
4. Evaluate inventory results for appropriate action.
5. Initiate investigations as required.
6. Prepare ammunition reports as required.

RELATED EVENTS:

2340-ADMN-1003

REFERENCES:

1. MCO 4400.150E Consumer Level Supply Policy Manual
2. UM 4400.15 Marine Corps User Manual (Organic Property Control)
3. UM 4400.124 SASSY Using Unit Procedures Manual
4. ROLMS User Manual
5. Marine Ammunition Accounting and Reporting System (MAARS)

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer Based Training Lab

MATERIAL: NAVMC 10774 CARDS Automated ammunition accounting platform (ROLMS)

2340-ADMN-2008: Execute Withdrawal of Operating Force Requirements under the War Reserve Withdrawal Plan

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: This event addresses the requirement for an Ammunition Officer to execute withdrawal of in-store to whole-sale ammunition stocks under the War Reserve withdrawal plan.

BILLETS: Deputy Program Manager, Operations Officer, Plans Officer

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a Plan Identifier (PID) for war reserve materiel requirements in support of OPLAN/CONPLANS and the references.

STANDARD: To ensure support of major contingencies per the OPLAN/CONPLANS and the references.

PERFORMANCE STEPS:

1. Obtain the operating force requirements for OPLAN/CONPLANS not supported by Force Held Stocks.
2. Register the requirements with Marine Corps Systems Command per MCO P4400.39.
3. Request release of War Reserve Withdrawal Plans required for the applicable contingency.

RELATED EVENTS:

2340-ADMN-2001 2340-ADMN-1001

REFERENCES:

1. MCO P4400.39H War Reserve Materiel (WRM) Policy Manual
2. MCO 8010.1E Class V (W) Planning Factors for Fleet Marine Force Combat Operations
3. MCO 8020.10A Marine Corps Ammunition Management and Explosives Safety Policy Manual

2340-ADMN-2009: Manage Arms, Ammunition and Explosives (AA&E) Program

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: This event addresses the requirement for an Ammunition Officer to coordinate an Arms, Ammunition, and Explosives Program for the Officer's unit.

BILLETS: Base Explosive Safety Officer, Commanding Officer, MARFOR Ammunition Officer, MEF Ammunition Officer, Major Subordinate Command Ammunition Officer, OIC Ammunition Supply Point, Operations Officer

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an ammunition account and the references.

STANDARD: To ensure compliance of Arms, Ammunition and Explosives (AA&E) programs for all units with an ammunition account.

PERFORMANCE STEPS:

1. Establish and AA&E Program within the organization.
2. Ensure personnel handling munitions are subjected to AA&E requirements.
3. Maintain AA&E screening sheets, historical files, and other associated correspondence.

REFERENCES:

1. MCO 4400.150E Consumer Level Supply Policy Manual
2. MCO P8020.10A Marine Corps Ammunition Management and Explosives Safety Policy Manual
3. NOSSAINST 8020 Series
2. OPNAVINST 5530.13B Physical Security and Loss Prevention

2340-ADMN-2010: Plan Strategic Movement of Ammunition for Inter-Theater Operations in Support of Combat Operations

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: This event addresses the requirement for an Ammunition Officer to plan the Strategic Movement of Ammunition in support of contingency operations.

BILLETS: Deputy Program Manager, MARFOR Ammunition Officer, MEF Ammunition Officer, Plans Officer

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given applicable OPLAN/CONPLANS, support from Marine Corps Systems Command and other support commands, and the references.

STANDARD: To ensure initial and sustainment ammunition support is provided to the operating forces in support of operation plans.

PERFORMANCE STEPS:

1. Review Time-Phased Force Deployment Letters of Instruction (LOI).
2. Provide operating force requirements to Marine Corps Systems Command to identify sourcing and asset availability.
3. Request release of Class V (W) assets under a War Reserve Withdrawal Plan.
4. Provide inventory data to the Joint Munitions Command (JMC) and the Joint Munitions Transportation and Coordinating Activity (JMTCA).
5. Receive and review ammunition work loading and sourcing data from the JMC to ensure accuracy.
6. Provide TPFDD info to Marine Forces planners for input into the Joint Operational Planning and Execution System (JOPES).
7. Monitor Working Plan Identifiers (PID) for each respective Plan.
8. Plan munitions movement via surface mode.
9. Plan munitions movement via strategic air (dedicated lift) using ULN data and in coordination with the Service Air Coordination Authority.
10. Plan munitions movement via channel lift.

RELATED EVENTS:

2340-ADMN-1001 2340-ADMN-2013 2340-PLAN-2301

REFERENCES:

1. DOD 5160.65M Single Manager for Conventional Ammunition
2. MCO P4400.39H War Reserve Materiel (WRM) Policy Manual
3. Joint Munitions Transportation Coordinating Activity (JMTCA)

2340-ADMN-2011: Monitor Strategic Movement of Ammunition.

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: This event addresses the requirement for an Ammunition Officer to track the movement of stocks into a theater of operations.

BILLETS: Commanding Officer, Liaison Officer (SNCO/Officer), MARFOR Ammunition Officer, MEF Ammunition Officer, Major Subordinate Command Ammunition Officer, Operations Officer, Plans Officer

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to appropriate computer systems and websites.

STANDARD: To track progress of Class V (W) flowing into theater.

PERFORMANCE STEPS:

1. Utilize the Joint Total Asset Visibility (JTAV) and Global Transportation Network (GTN).
2. Demonstrate an understanding of the roles and responsibilities of the Strategic Mobility Office, Marine Corps Systems Command, JMTCA, AMC, and MSC for aircraft and vessel movement schedules.
3. Demonstrate a knowledge of the Munitions Transportation Management System (MTMS) for the movement of ammunition from the SMCA.

REFERENCES:

1. Global Transportation Network (GTN) System
2. Joint Planning and Execution System (JOPES)
3. Joint Total Asset Visibility (JTAV)
4. Marine Ammunition Accounting and Reporting System (MAARS)
5. World Port System (WPS)
6. Single Mobility System (SMS)
7. Intelligent Rail/Road Information System

2340-ADMN-2012: Execute the Marine Corps Munitions Requirements (MRP) Process Study

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: This event addresses the requirement for an Ammunition Officer assigned to MCCDC as the Ammunition Requirements Officer to reconcile the Munitions Requirement Process Study.

BILLETS: MCCDC Officer

GRADES: MAJ

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the results of the Marine Corps Munitions Requirements Process (MRP) study and the references.

STANDARD: Ensuring study results are consistent with operating force requirements generation and will adequately support combat operations.

PERFORMANCE STEPS:

1. Conduct a comprehensive review of the MCCBMR study methodology, findings, and the results.
2. Reconcile study results with previous studies combat planning factors, and anticipated combat planning rates.
3. Calculate force-held requirements using study combat planning factors and compare results with previous requirements.
4. Develop assessments and analyses for review by operating force general staff sections (G3/G5/G4).
5. Provide a command position on the MCCBMR study results to the CG, MCCDC (CDD).
6. Develop the total Munitions Requirements Documents.

RELATED EVENTS:

2311-ADMN-1001 2340-ADMN-1001

REFERENCES:

1. DODI 3000.4 Munitions Requirements Process (MRP)
2. MCO 8000.7 Marine Corps Capabilities-Based Munitions Requirements (MCCBMR) Program
3. MCO 8010.1E Class V (W) Planning Factors for Fleet Marine Force Combat Operations

2340-ADMN-2013: Plan Ammunition Support for Operations

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: This event addresses the requirement for an Ammunition Officer to plan the gamut of issues associated with ammunition support for contingency operations.

BILLETS: Commanding Officer, Deputy Program Manager, Liaison Officer (SNCO/Officer), MARFOR Ammunition Officer, MEF Ammunition Officer, Major Subordinate Command Ammunition Officer, OIC Ammunition Supply Point, Operations Officer, Plans Officer

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an Operations Order, T/O, T/E, Requirements Generator and the references.

STANDARD: To ensure availability of ammunition stocks to meet the demands of

the designated mission.

PERFORMANCE STEPS:

1. Develop ammunition requirements based on T/O and T/E.
2. Validate support personnel and equipment requirements.
3. Determine logistics support requirements.
4. Identify possible ammunition common item support as required.
5. Identify possible coalition ammunition support requirements as required.
6. Identify possible foreign military ammunition support requirements as required.
7. Recommended changes to OPLAN.
8. Coordinate with other services, the COCOM J4, command channels, and joint ammunition support groups.
9. Coordinate ammunition transfers in support of joint operations.
10. Track all ammunition transfers and coordinate with MARCORSYSCOM to effect payback at the service headquarters level.

REFERENCES:

1. FM 4-30.1 Ammunition Service in the Theater of Operations
2. MCO 8010.1E Class V (W) Planning Factors for Fleet Marine Force Combat Operations
3. MCO P4030.19 Preparation of Hazardous Material for Military Air Shipment

2340-ADMN-2014: Support Ammunition Maintenance and Quality Assurance Programs

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: This event addresses the requirement for an Ammunition Officer assigned to Marine Corps Systems Command (PM-AMMO) to support ammunition maintenance and quality assurance programs.

BILLETS: Assistant Program Manager, Deputy Program Manager, Liaison Officer (SNCO/Officer)

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the mission to coordinate maintenance and quality assurance programs and the references.

STANDARD: To ensure coordination among programs in order to maintain reliability of the Marine Corps ammunition stockpile.

PERFORMANCE STEPS:

1. Utilize surveillance results to determine maintenance and quality assurance program requirements.
2. Recommend items for inclusion in maintenance and quality assurance programs.
3. Demonstrate an understanding of the approved Master Maintenance Plan.

REFERENCES:

1. DOD 5160.65M Single Manager for Conventional Ammunition
2. NAVSEA TWO 24-AA-ORD-010 Ammunition, Unserviceable, Suspended and Limited Use

2340-ADMN-2015: Support Research, Development, and Acquisition Programs

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: This event addresses the requirement for an Ammunition Officer to support ammunition RD&A programs.

BILLETS: Assistant Program Manager, Inventory Manager (SNCO/Officer), Liaison Officer (SNCO/Officer)

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CAPT, MAJ

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the mission to support life cycle management of ammunition items and the references.

STANDARD: To ensure ammunition is procured to meet the needs established within the Marine Corps Total Munitions Requirement document.

PERFORMANCE STEPS:

1. Process documentation for assigned ammunition items in support of budget submissions.
2. Demonstrate an understanding of ammunition acquisition programs.
3. Demonstrate an understanding of project initiation and life cycle management of ammunition items.

REFERENCES:

1. DOD 5000.1 The Defense Acquisition Team
 2. DOD 5000.2 Operation of the Defense Acquisition System
 3. MCO 8000.7 Marine Corps Capabilities-Based Munitions Requirements (MCCBMR) Program
 4. MCO P7100.11 W/CH 1 Budget Manual for HQMC and Special Activities
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FUNCTIONAL AREA: COMBAT SERVICE SUPPORT OPERATIONS

2340-CSSO-2101: Coordinate Ammunition Distribution Operations

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: This event addresses the requirement for an Ammunition Officer to coordinate the disposition and distribution of stocks in theater to support operations.

BILLETS: Commanding Officer, Liaison Officer (SNCO/Officer), MARFOR Ammunition Officer, MEF Ammunition Officer, Major Subordinate Command Ammunition Officer, OIC Ammunition Supply Point, Operations Officer, Plans Officer

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the requirement to support a MAGTF with ammunition, an ammunition stockpile, designated stock objectives, personnel, equipment, and the references.

STANDARD: To ensure the distribution of ammunition stocks in support of supporting activities, supported units and the mission.

PERFORMANCE STEPS:

1. Analyze munitions reports from supported units and supporting activities.
2. Determine the quantities and types of ammunition to be moved.
3. Determine the source and destination of the ammunition to be moved.
4. Determine the logistical movement requirements for the ammunition to be moved.

REFERENCES:

1. FM 4-30.1 Ammunition Service in the Theater of Operations
2. MCO P4400.39H War Reserve Materiel (WRM) Policy Manual
3. MCO P8020.10A Marine Corps Ammunition Management and Explosives Policy Manual
4. NAVSEA OP 5, VOL 1 Ammunition and Explosives Ashore Safety Regulations for Handling, Storing, Production, Renovation and Shipping
5. NAVSEA OP 5, VOL 3 Ammunition and Explosives Ashore; Advanced Bases

2340-CSSO-2102: Design a Field Ammunition Supply Point (FASP)

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: This event addresses the requirement for an Ammunition Officer to design a FASP in support of training or contingency operations.

BILLETS: Commanding Officer, OIC Ammunition Supply Point, Operations Officer, Storage Officer Ammunition supply Point

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the mission to establish a FASP, list of ammunition requirements, personnel, required tools, supplies, equipment, and the references.

STANDARD: Ensuring operational, safety, and logistics concerns of the training event or contingency are met.

PERFORMANCE STEPS:

1. Select field storage site.
2. Determine equipment and personnel support requirements.
3. Design the FASP.
4. Submit waivers, exemptions, and site approvals as required.
5. Coordinate engineer support for FASP construction.
6. Coordinate and establish security requirements.

REFERENCES:

1. DOD 6055.9 Department of Defense Explosives Safety Manual
2. MCO 8020.10A Marine Corps Ammunition Management and Explosives Safety Policy Manual
3. OP 5, Vol 1 Ammunition and Explosives Ashore Safety Regulations for Handling, Storing, Production, Renovation and Shipping
4. OP 5, Vol 3 Ammunition and Explosives Ashore Advanced Bases
5. OPNAVINST 5530-13C Department of the Navy Physical Security Instruction for Conventional Arms, Ammunition, and Explosives (AA&E)
6. SWO23-AH-WHM-010 Handling Ammunition and Explosives with Industrial Material Handling Equipment (MHE)

SUPPORT REQUIREMENTS:

MATERIAL: Sand Table, Representative training devices (containers, pallets, tents, MHE/CHE, etc)

2340-CSSO-2103: Coordinate Ammunition Retrograde Operations

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: This event address the requirement for an Ammunition Officer to coordinate the elements necessary to conduct ammunition retrograde operations

BILLETS: Commanding Officer, Liaison Officer, MARFOR Ammunition Officer, MEF Ammunition Officer, Major Subordinate Command Ammunition Officer, OIC Ammunition Supply Point, Operations Officer, Plans Officer, Storage Officer Ammunition supply Point

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a mission to conduct ammunition retrograde, an ammunition requirements list, and the references.

STANDARD: To support the mission per the references.

PERFORMANCE STEPS:

1. Determine the anticipated ammunition retrograde requirements list.
2. Identify the mode of shipment for the materiel to be retrograded.
3. Determine facilities necessary to perform the retrograde operation.
4. Determine the T/O, T/E, and bill of materials (BOM) required to execute the retrograde mission.
5. Coordinate final disposition instructions with higher headquarters.
6. Source the necessary repackaging material.
7. Coordinate agricultural inspections.

REFERENCES:

1. FM 4-30.1 Ammunition Service in the Theater of Operations
2. MCO P8020.10A Marine Corps Ammunition Management and Explosives Policy Manual
3. NAVMC 2907 MPF Propositioning Objective
4. NAVSEA OP 5, VOL 1 Ammunition and Explosives Ashore Safety Regulations for Handling, Storing, Production, Renovation and Shipping
5. NAVSEA OP 5, VOL 3 Ammunition and Explosives Ashore; Advanced Bases
6. Field Return Inspection Guide
7. Packaging Digest

2340-CSSO-2104: Plan Combat Disposal Operations

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: This event addresses the requirement for an Ammunition Officer to plan disposal operations for ammunition in a combat environment.

BILLETS: Commanding Officer, Major Subordinate Command Ammunition Officer, OIC Ammunition Supply Point, Operations Officer, Storage Officer Ammunition supply Point

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given ammunition, demolition material, disposal tools, safe disposal area, technical support personnel, and the references.

STANDARD: Ensuring safe and proper combat disposal per the references.

PERFORMANCE STEPS:

1. Determine the safe area to conduct disposal operations.
2. Determine the types and quantities of ammunition for disposal.
3. Determine method of destruction for each ammunition type.
4. Determine types and quantities of donor materials required to perform the destruction.
5. Review and approve the location of all firing trains and initiation points.
6. Develop Combat Disposal SOP's
7. Coordinate site approval with appropriate headquarters.

REFERENCES:

1. DOD 6055.9 Department of Defense Explosives Safety Manual
2. MCO 8023.3A Personnel Qualification and Certification Program for Class V Ammunition and Explosives

3. MCO P8020.10A Marine Corps Ammunition Management and Explosives Policy Manual
4. NAVSEA SWO60-AA-MMA-010 Demolition Materials
5. OP 5, Vol 1 Ammunition and Explosives Ashore Safety Regulations for Handling, Storing, Production, Renovation and Shipping
6. OP 5, Vol 3 Ammunition and Explosives Ashore Advanced Bases
7. TM 9-1300-277 General Instructions for Demilitarization/Disposal of Conventional Munitions
8. Field Return Inspection Guide
9. Packaging Digest

SUPPORT REQUIREMENTS:

UNITS/PERSONNEL: EOD Personnel

MISCELLANEOUS:

SPECIAL PERSONNEL CERTS: Personnel should be qualified and certified at the appropriate level pursuant to MCO 8023.

2340-CSSO-2105: Plan Emergency Destruction of Ammunition in a Field Ammunition Supply Point

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: This event addresses the requirement for an Ammunition Officer to develop plans for the emergency destruction of a Field Ammunition Supply Point.

BILLETS: Commanding Officer, Major Subordinate Command Ammunition Officer, OIC Ammunition Supply Point, Operations Officer, Plans Officer, Storage Officer Ammunition supply Point

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a FASP layout, a list of ammunition types and quantities in storage, and the references.

STANDARD: To prevent enemy capture or use.

PERFORMANCE STEPS:

1. Formulate the necessary withdrawal/evacuation plan.
2. Determine the types and quantities of munitions that will require destruction.
3. Determine method of destruction.
4. Coordinate external emergency destruction support with higher headquarters.
5. Register selected storage locations as on-call targets with higher headquarters.

RELATED EVENTS:

2340-CSSO-2104

REFERENCES:

1. MCO P8020.10A Marine Corps Ammunition Management and Explosives Policy Manual
2. NAVSEA SWO60-AA-MMA-010 Demolition Materials
3. OP 5, Vol 3 Ammunition and Explosives Ashore Advanced Bases
4. TM 9-1300-277 General Instructions for Demilitarization/Disposal of Conventional Munitions

2340-CSSO-2106: Plan Ammunition Combat Service Support for Operations

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: This ITS addresses the requirement for an ammunition officer to plan the myriad tasks associated with combat service support for operations.

BILLETS: Commanding Officer, Deputy Program Manager, Liaison Officer (SNCO/Officer), MARFOR Ammunition Officer, MEF Ammunition Officer, Major Subordinate Command Ammunition Officer, OIC Ammunition Supply Point, Operations Officer, Plans Officer

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a designated mission, ammunition requirements list, and the references.

STANDARD: To support the mission.

PERFORMANCE STEPS:

1. Receive a combat service support mission.
2. Receive an ammunition requirements listing from the operating forces.
3. Participate in the overall deliberate planning process for the ammunition support plan.
4. Develop an ammunition support plan annex to the operation order.
5. Coordinate initial receipt of stocks into theater and distribution of those stocks to the appropriate ASP's.
6. Coordinate with the MAGTF HQ for the initial combat load out for the operational forces.
7. Coordinate ammunition re-supply procedures with higher HQ's.

CHAINED EVENTS:

2311-ADMN-2014

2340-ADMN-2013

REFERENCES:

1. FM 4-30.1 Munitions Distribution in the Theater of Operations
2. FM 9-6 Ordnance Ammunition Service in the Field
2. FM 9-38 Conventional Ammunition Unit Operations
3. FMFM 4-1 Combat Service Support Operations
4. MCO P8020.10A Marine Corps Ammunition Management and Explosives Policy Manual
5. MCO 8023.3A Personnel Qualification and Certification Program for Class V Ammunition and Explosives
6. NAVSEA OP 5, VOL 1 Ammunition and Explosives Ashore Safety Regulations for Handling, Storing, Production, Renovation and Shipping
7. NAVSEA OP 5, VOL 3 Ammunition and Explosives Ashore; Advanced Bases
8. Joint Planning and Execution System (JOPES)

FUNCTIONAL AREA: EXPLOSIVES SAFETY

2340-EXPS-2201: Coordinate Environmental Compliance Training for Waste Military Munitions Personnel

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: This event addresses the requirement for an Ammunition Officer to coordinate environmental compliance for waste military munitions with base, local, and state authorities.

BILLETS: Base Explosive Safety Officer, Commanding Officer, Liaison Officer, OIC Ammunition Supply Point, Operations Officer, Storage Officer Ammunition supply Point

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the requirement for a waste military munitions program, personnel, and the references.

STANDARD: To ensure appropriate training for understanding regulations per the references.

PERFORMANCE STEPS:

1. Coordinate with the installation environmental office to ensure all federal and state-specific requirements are identified.
2. Ensure environmental protection requirements are included within appropriate SOPs.
3. Ensure all hazardous waste training is documented in each Marine's qual/cert training jacket.
4. Ensure personnel not in compliance with the hazardous waste training requirements are removed from the waste munitions program and annotated in their file.

RELATED EVENTS:

2311-EXPS-2201 2340-EXPS-2202

REFERENCES:

1. CFR 40 Code of Federal Regulations - Hazardous Substances & Wastes
2. MCO P5090.2A Marine Corps Environmental and Protection Manual
3. MCO P8020.10A Marine Corps Ammunition Management and Explosives Policy Manual

2340-EXPS-2202: Coordinate Storage of Waste Military Munitions

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: This event addresses the requirement for an Ammunition Officer to coordinate the storage of waste military munitions within an ammunition supply point.

BILLETS: OIC Ammunition Supply Point, Operations Officer, Storage Officer

Ammunition supply Point

GRADES: WO-1, CWO-2, CWO-3, CWO-4

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the requirement to store waste military munitions, personnel, and the references.

STANDARD: Ensuring safe storage per the references.

PERFORMANCE STEPS:

1. Coordinate with Installation Environmental Office and the DDA.
2. Identify the type of permitted storage for waste military munitions (i.e. permitted RCRA storage, Subpart EE storage, Conditionally Exempt (CE) storage, or less than 90-day hazardous waste storage).
3. Mark waste military munitions as "Hazardous Waste Military Munitions".

RELATED EVENTS:

2340-EXPS-2201

REFERENCES:

1. CFR 40 Code of Federal Regulations - Hazardous Substances & Wastes
2. MCO P5090.2A Marine Corps Environmental and Protection Manual
3. MCO P8020.10A Marine Corps Ammunition Management and Explosives Policy Manual
4. MCO 8023.3A Personnel Qualification and Certification Program for Class V Ammunition and Explosives
5. Department of Defense Policy to Implement the EPA's Military Munitions Rule

MISCELLANEOUS:

SPECIAL PERSONNEL CERTS: Personnel should be qualified and certified at the appropriate level pursuant to MCO 8023.3A.

2340-EXPS-2203: Coordinate Transportation of Waste Military Munitions

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 month

DESCRIPTION: This event addresses the requirement for an Ammunition Officer to coordinate the transportation of waste military munitions.

BILLETS: Base Explosive Safety Officer, Liaison Officer (SNCO/Officer), Major Subordinate Command Ammunition Officer, OIC Ammunition Supply Point, Operations Officer, Storage Officer Ammunition supply Point

GRADES: WO-1, CWO-2, CWO-3, CWO-4

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the requirement to transport waste military, personnel, equipment, and the references.

STANDARD: To ensure safe transportation per the references.

PERFORMANCE STEPS:

1. Verify conditional exemption.
2. Prepare waste military munitions for transportation using the conditional exemption, if conditional exemption exists.
3. Prepare waste military munitions for transportation using the hazardous waste manifest requirements, if conditional exemption does not exist.

RELATED EVENTS:

2340-RSSI-2403

REFERENCES:

1. CFR 40 Code of Federal Regulations - Parts 260 and 265
2. CFR 49 Code of Federal Regulations - Transportation
2. MCO P5090.2A Marine Corps Environmental and Protection Manual
3. MCO P8020.10A Marine Corps Ammunition Management and Explosives Policy Manual
4. NAVSEA OP 5, VOL 1 Ammunition and Explosives Ashore Safety Regulations for Handling, Storing, Production, Renovation and Shipping
5. NAVSEA SWO20-AC-SAF-010 Transportation and Storage Data for Ammunition, Explosives and Related Hazardous Materials
6. SECNAVINST 5212.5D Navy and Marine Corps Records Disposition Manual

2340-EXPS-2204: Establish a Hazards of Electromagnetic Radiation to Ordnance (HERO) Program

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: This event addresses the requirement for an Ammunition Officer to establish a HERO program for operations associated with the unit's mission.

BILLETS: Base Explosive Safety Officer, Commanding Officer, Liaison Officer, OIC Ammunition Supply Point, Operations Officer, Storage Officer Ammunition supply Point

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CAPT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the mission to establish a HERO program and the references.

STANDARD: To promote a HERO safe working environment.

PERFORMANCE STEPS:

1. Obtain HERO survey.
2. Develop EMCON Bill based on HERO survey.
3. Ensure distribution of EMCON Bill.
4. Ensure compliance of EMCON Bill.

PREREQUISITE EVENTS:

2340-RSSI-1401

REFERENCES:

1. NAVSEA OP 3565, Vol 1 Electromagnetic Radiation Hazards (Hazards to Personnel, Fuel and Other Flammable Materials)

2. NAVSEA OP 3565, Vol 2 Electromagnetic Radiation Hazards (Hazards to Ordnance)
3. OP 5, Vol 1 Ammunition and Explosives Ashore Safety Regulations for Handling, Storing, Production, Renovation and Shipping

2340-EXPS-2205: Establish an Explosives Safety Program

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: This event addresses the requirement for an Ammunition Officer to establish an ammunition explosives safety program that covers the gamut of operations associated with the unit's mission.

BILLETS: Base Explosive Safety Officer, Commanding Officer, Deputy Program Manager, Liaison Officer, MARFOR Ammunition Officer, MEF Ammunition Officer, Major Subordinate Command Ammunition Officer, Operations Officer, Storage Officer Ammunition supply Point

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement to establish an Explosive Safety Program for an installation, ammunition storage area, ammunition handling operation, personnel, safety equipment and the references.

STANDARD: To ensure explosive safety programs are established in accordance with the unit's mission and per the references.

PERFORMANCE STEPS:

1. Ensure explosive safety regulations are met during ammunition operations.
2. Develop a fire prevention program as part of the safety program.
3. Ensure all personnel receive safety training and participate in current safety programs.
4. Verify process and submittal of site approvals, waivers, and exemptions.
5. Establish a qualification/certification program.
6. Develop standard operating procedures (SOP) for ammunition operations.

RELATED EVENTS:

2340-ADMN-1002

REFERENCES:

1. CFR 40 Code of Federal Regulations - Hazardous Substances & Wastes
2. CFR 49 Code of Federal Regulations - Transportation
3. CFR 1910.1200 Code of Federal Regulations - Hazard Communication
4. DOD 6055.9 Department of Defense Explosives Safety Manual
5. Executive Order 12088 Federal Compliance with Pollution Control Standards
6. MCO 5100.8 Marine Corps Ground Occupational Safety and Health (OSH) Program
7. MCO 8023.3A Personnel Qualification and Certification Program for Class V Ammunition and Explosives
8. MCO P8020.10A Marine Corps Ammunition Management and Explosives Policy Manual
9. NAVSEA SWO20-AC-SAF-010 Transportation and Storage Data for Ammunition, Explosives and Related Hazardous Materials

10. NAVSEAINST 8023.11 S.O.P for the Processing of Expendable Ordnance at Navy and Marine Corps Activities
 11. OP 5, Vol 1 Ammunition and Explosives Ashore Safety Regulations for Handling, Storing, Production, Renovation and Shipping
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FUNCTIONAL AREA: PLANNING

2340-PLAN-2301: Determine Time-Phased Force Requirements for a Major Contingency Plan

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: This event addresses the requirement for an Ammunition Officer to develop an ammunition TPFDD flow in support of contingency operations.

BILLETS: MARFOR Ammunition Officer, MEF Ammunition Officer, Plans Officer

GRADES: MAJ, LTCOL

INITIAL TRAINING SETTING: MOJT

CONDITION: Given an OPLAN/CONPLAN, the Force Flow, Tables of Organization (T/O), Tables of Equipment (T/E), and the references.

STANDARD: To ensure the proper Class V (W) requirements are planned for logistical movement in support of combat operations per the references.

PERFORMANCE STEPS:

1. Calculate time-phased force requirements in support of combat operations in ten-day increments.
2. Coordinate requirements support with MARCORSYSCOM for sourcing and Unit Line Number (ULN) development.
3. Ensure data from MARCORSYSCOM is inputted into Force Planning Systems (MAGTF-II, JFRG, etc.) for a system feed into JOPES.
4. Work with MARCORSYSCOM and SMCA Class V planners to ensure the desired timeline is supportable from a depot out loading and transportation perspective and make adjustments as necessary.

RELATED EVENTS:

2340-ADMN-1001	2340-ADMN-2008	2340-PLAN-2303
2340-ADMN-2013	2340-ADMN-2010	

REFERENCES:

1. MCO 8010.1E Class V (W) Planning Factors for Fleet Marine Force Combat Operations
2. Joint Planning and Execution System (JOPES)

2340-PLAN-2302: Plan Joint Operations

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: This event addresses the requirement for an Ammunition Officer to participate in and plan for ammunition support for joint operations.

BILLETS: Assistant Program Manager, Deputy Program Manager, MARFOR Ammunition Officer, MEF Ammunition Officer, Plans Officer

GRADES: CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the mission to coordinate ammunition support for Joint Operations.

STANDARD: To ensure the development, coordination and dissemination of Class V (W) ground ammunition policy to Marine Forces, DoD and non-DoD agencies.

PERFORMANCE STEPS:

1. Participate in joint operational planning.
2. Coordinate assets positioned in support of the Marine Corps Prepositioning Program - Norway.
3. Coordinate the reporting, tasking, and follow-on actions related to ammunition liaison billets.
4. Coordinate the Foreign Military Sales (FMS) Program.
5. Implement Host Nation Support in accordance with existing agreements.
6. Provide common item support as required.
7. Develop Memorandums of Understanding (MOU)

REFERENCES:

1. FM 4-30.1 Ammunition Service in the Theater of Operations
2. MCO 4400.150E Consumer Level Supply Policy Manual
3. MCO 8010.1E Class V (W) Planning Factors for Fleet Marine Force Combat Operations
4. MCO 8012.1 Emergency Munitions Support for Joint Operations
5. MCO P4400.39H War Reserve Materiel (WRM) Policy Manual
6. MCO P8020.10A Marine Corps Ammunition Management and Explosives Policy Manual
7. Joint Planning and Execution System (JOPES)

2340-PLAN-2303: Develop Class V (W) Appendix to an Operations Plan (OPLAN) or Concept Plan (CONPLAN)

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: This event addresses the requirement for an Ammunition Officer to develop a class V (W) appendix to an OPLAN or CONPLAN.

BILLETS: MARFOR Ammunition Officer, MEF Ammunition Officer, Major Subordinate Command Ammunition Officer, Plans Officer

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the construct of OPLAN/CONPLANS, applicable COCOM/MARFOR OPLAN/CONPLANS and a comprehensive knowledge of components, transportation mechanisms, levels of support, and applicable theater combat service support concepts of operations and the references.

STANDARD: To ensure Class V (W) planning, execution, and operational support occurs as required in support of combat operations per the references.

PERFORMANCE STEPS:

1. Review the concept of operations for the given COCOM/MARFOR

OPLAN/CONPLANS.

2. Apply theater combat service support concepts of operations to requirements for Class V (W) movement and force sustainment.
3. Determine basis of support from War Reserve Stocks, Force-held (WRMSF) and War Reserve Materiel Stocks, In-Stores (WRMSI).
4. Determine theater stock levels and accounting procedures.
5. Write Class V (W) concepts of support in the appropriate appendix and annex to a given OPLAN/CONPLAN.

RELATED EVENTS:

2340-ADMN-2011 2340-ADMN-2008 2340-ADMN-2010
2340-PLAN-2301

REFERENCES:

1. JP 4-07 JTTP for Common-User Logistics During Joint Operations
2. MCO 8010.1E Class V (W) Planning Factors for Fleet Marine Force Combat Operations
3. MCO P4400.39H War Reserve Materiel (WRM) Policy Manual
4. NAVSEA OP 5, VOL 1 Ammunition and Explosives Ashore Safety Regulations for Handling, Storing, Production, Renovation and Shipping
5. NAVSEA OP 5, VOL 3 Ammunition and Explosives Ashore; Advanced Bases

2340-PLAN-2304: Support Inter-Theater Movement of Ammunition

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: This event addresses the requirement for an Ammunition Officer to respond to demands requiring inter-theater movement of ammunition stocks.

BILLETS: Assistant Program Manager, Deputy Program Manager, Inventory Manager, Liaison Officer, Plans Officer

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement to support the inter-theater movement of ammunition, in-stores ammunition stockpile, personnel, and the references.

STANDARD: To ensure stocks are provided to support the demand.

PERFORMANCE STEPS:

1. Receive requirements document from the operating forces.
2. Conduct a supportability assessment of the requirements against the in-stores stockpile.
3. Provide supportability assessment results to the operating forces submitting the requirements document.
4. Submit requisitions to appropriate SMCA of non-SMCA activity.
5. Coordinate with the Joint Munitions Transportation Coordinating Activity (JMTCA) to develop movement schedule from source location through the SPOD/APOD.
6. Maintain constant communication with the JMTCA, Depots, Liaisons, Ports, and Operating Forces.
7. Coordinate data transfer requirements to accompany the shipments.
8. Track movement of assets from the source depot to the final receiving theater activity.

9. Validate final receipt of stocks with the initial requesting operating force.

RELATED EVENTS:

2340-ADMN-2010
2340-ADMN-2013
2340-CSSO-2101

REFERENCES:

1. DOD 5160.65M Single Manager for Conventional Ammunition
2. MCO P4400.39H War Reserve Materiel (WRM) Policy Manual
3. Joint Munitions Transportation Coordinating Activity (JMTCA)

2340-PLAN-2305: Compute Class V (W) Requirements and Prepositioning Objectives (PO) for Maritime Prepositioned Force (MPF) Squadrons and LFORM carriers

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: This event addresses the requirement for an Ammunition Officer at the MEF/MARFOR/HQMC level to determine the ammunition propositioning objectives for MPF and LFORM carriers.

BILLETS: Deputy Program Manager, MARFOR Ammunition Officer, MCCDC Officer, MEF Ammunition Officer

GRADES: MAJ, LTCOL

INITIAL TRAINING SETTING: MOJT

CONDITION: Given an ammunition requirements list for an MPF squadron or MEU, ships storage space and New Explosive Weight (NEW) limitations, and the references.

STANDARD: To ensure PO for each ship within a squadron or LFORM carrier are developed.

PERFORMANCE STEPS:

1. Identify the NEW and compatibility characteristics of the requirements list.
2. Examine possible prepositioning configurations.
3. Determine the best possible prepositioning objective within the respective vessel's NEW and space limitations.
4. Publish the results of the tailoring effort via naval message.

REFERENCES:

1. FMFPACO 4080.2 LFORM
2. MCO 8010.1E Class V (W) Planning Factors for Fleet Marine Force Combat Operations
3. MCO 8020.1 Handling, Transportation, Storage, Reclassification and Disposal of Class V (W) Material
4. MCO P4400.39H War Reserve Materiel (WRM) Policy Manual
5. NAVMC 2907 MPF Prepositioning Objective
6. NAVSEA SWO20-AC-SAF-010 Transportation and Storage Data for Ammunition, Explosives and Related Hazardous Materials

2340-PLAN-2306: Evaluate North Atlantic Treaty Organization (NATO) standard ammunition for compatibility with U.S. Forces ammunition

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: This event addresses the requirement for an Ammunition Officer at the MEF/MARFOR level to determine the compatibility of foreign weapons and ammunition with U.S. Forces ammunition and weapons.

BILLETS: MARFOR Ammunition Officer, MEF Ammunition Officer

GRADES: MAJ, LTCOL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given knowledge of the types of ammunition requiring compatibility and the references.

STANDARD: To ensure the proper interchange of compatible ammunition among allied forces.

PERFORMANCE STEPS:

1. Gain a familiarity with NATO members.
2. Gain a comprehensive understanding of NATO Standard Agreements (STANAG).
3. Determine the types of ammunition that is suitable for interchangeability between U.S. and allied forces.

REFERENCES:

1. Standard Agreement (STANAG) 2928, Catalogue of Ammunition Held by Nations that Satisfy Interchangeability of Criteria of Form, Fit, and Function Only (Ammunition Ordnance Publication (AOP) 6, Volume 1.
2. North Atlantic Treaty Organization (NATO) Member List.

2340-PLAN-2307: Coordinate Movement of Ammunition for Inter-Theater Operations in Support of Combat Operations

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: This ITS addresses the requirement for ammunition officer to coordinate the inter-theater movement of ammunition in support of contingencies.

BILLETS: Commanding Officer, Deputy Program Manager, Liaison Officer (SNCO/Officer), MARFOR Ammunition Officer, MEF Ammunition Officer, Major Subordinate Command Ammunition Officer, OIC Ammunition Supply Point, Operations Officer, Plans Officer

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given applicable operational plans, required funding, support from Marine Corps Systems Command, other support commands, and the references.

STANDARD: To ensure initial and sustainment ammunition support is provided to the operating forces in support of contingency operations.

PERFORMANCE STEPS:

1. Identify and Provide operating force requirements to higher headquarters and/or MARCORSYSCOM to determine sourcing and asset availability. Request notification of shortfalls.
2. Submit operating force requirements to the supported COCOM for movement and planning purposes.
3. Review Time-Phased Force Deployment Data (TPFDD) Letters of Instruction (LOI).
4. Provide TPFDD info to Marine Forces planners for input into the Joint Operational Planning and Execution System (JOPES).
5. Monitor Working Plan Identifiers (PID) for each respective Plan.
6. Identify operational plan objectives, ports of embarkation, and ports of debarkation to subordinate commands and MARCORSYSCOM.
7. Coordinate operating force requirements in support of the overall joint operational plan with the COCOM.
8. Coordinate movement requirements of ammunition with the COCOM, MARCORSYSCOM, JMC, JMTCA, SMCA, and subordinate commands.
9. Monitor movement of ammunition with the COCOM, MARCORSYSCOM, JMC, JMTCA, SMCA, and subordinate commands.

CHAINED EVENTS:

2340-ADMN-2010 2340-PLAN-2304

REFERENCES:

1. Joint Operation Planning and Execution System (JOPES) Users Manual
2. Joint Munitions Transportation Coordinating Activity (JMTCA) Standard Operating Procedure (SOP)
3. MCO 8023.3A Personnel Qualification and Certification Program for Class V Ammunition and Explosives

2340-PLAN-2308: Develop Operation Plan

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: This ITS addresses the requirement for an ammunition officer to develop the ammunition requirements and support necessary to execute an Operation Plan.

BILLETS: Commanding Officer, Deputy Program Manager, Liaison Officer (SNCO/Officer), MARFOR Ammunition Officer, MEF Ammunition Officer, Major Subordinate Command Ammunition Officer, OIC Ammunition Supply Point, Operations Officer, Plans Officer

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given guidance from higher headquarters and the references.

STANDARD: To determine ammunition support.

PERFORMANCE STEPS:

1. Develop ammunition requirements based on T/O) and T/E.

2. Identify critical ammunition.
3. Determine constrained ammunition.
4. Validate support personnel and equipment requirements.
5. Determine logistics support requirements.
6. Identify possible ammunition common item support as required.
7. Identify possible coalition ammunition support requirements as required.
8. Identify possible foreign military ammunition support requirements as required.

RELATED EVENTS:

2311-ADMN-1001	2311-ADMN-2013	2311-ADMN-2014
2311-PLAN-2301	2340-ADMN-2008	2340-PLAN-2301
2340-PLAN-2303	2340-PLAN-2305	2340-ADMN-2010

REFERENCES:

1. FM 4-30.1 Ammunition Service in the Theater of Operations
2. MCO 8010.1E Class V (W) Planning Factors for Fleet Marine Force Combat Operations
3. MCO 8012.1 Emergency Munitions Support for Joint Operations
4. MCO P4400.39H War Reserve Materiel (WRM) Policy Manual
5. MCO P5530.14 Marine Corps Physical Security Program Manual
6. MCO P8020.10A Marine Corps Ammunition Management and Explosives Policy Manual
7. MCO 8023.3A Personnel Qualification and Certification Program for Class V Ammunition and Explosives
8. Global Transportation Network (GTN) System
9. Joint Munitions Transportation Coordinating Activity (JMTCA)
10. Joint Planning and Execution System (JOPES)
11. Joint Total Asset Visibility (JTAV)
12. Wartime Host Nation Support (WHNS)
13. Wartime Movement Plan (WMP)

SUPPORT REQUIREMENTS:

MATERIAL: Force Requirements Generator or automated planning tool

FUNCTIONAL AREA: RECEIPT, SEGREGATE, STORE, AND ISSUE

2340-RSSI-2403: Manage Preparation of Ammunition for Transport

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: This event addresses the requirement for an Ammunition Officer to manage the preparation of ammunition for shipment via any mode (air, sea, land).

BILLETS: Liaison Officer, Major Subordinate Command Ammunition Officer, OIC Ammunition Supply Point, Operations Officer, Storage Officer Ammunition supply Point

GRADES: WO-1, CWO-2, CWO-3, CWO-4

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given ammunition, personnel, mode of transport, packing materials, equipment, and the references.

STANDARD: Ensuring ammunition is properly prepared for the respective transportation mode.

PERFORMANCE STEPS:

1. Verify ammunition to be transported is compatible.
2. Verify compliance with security requirements.
3. Ensure ammunition is secured by blocking and bracing or other appropriate means.
4. Ensure completion of all required documentation and distribution as required.

REFERENCES:

1. CFR 49 Code of Federal Regulations - Transportation
2. MCO 8020.10A Marine Corps Ammunition Management and Explosives Safety Policy Manual
3. MCO P4030.19 Preparation of Hazardous Material for Military Air Shipment
4. NAVSEA OP 5 Vol 1 Ammunition and Explosives Ashore Safety Regulations for Handling, Storing, Production, Renovation and Shipping
5. NAVSEA OP 5, Vol 3 Ammunition and Explosives Ashore Advanced Bases
6. NAVSEA SWO20-AC-SAF-010 Transportation and Storage Data for Ammunition, Explosives and Related Hazardous Materials
7. NAVSEA SWO20-AF-HBK-010 Motor Vehicle Driver and Shipping Inspector's Manual for Ammunition, Explosives, and Related Hazardous Materials
8. OPNAVINST 5102.1C Mishap Investigation & Reporting

2340-RSSI-2404: Manage Operations at an Ammunition Storage Area

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: This event addresses the requirement for an Ammunition Officer to manage the myriad duties associated with the operation of an ammunition storage area.

BILLETS: Liaison Officer (SNCO/Officer), OIC Ammunition Supply Point, Operations Officer, Storage Officer Ammunition Supply Point

GRADES: WO-1, CWO-2, CWO-3, CWO-4

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an ammunition storage area, personnel, MHE, safety equipment, and the references.

STANDARD: To ensure that operations within an ammunition storage area are conducted safely, efficiently, and effectively.

PERFORMANCE STEPS:

1. Manage receipt, storage, prepare for issue, and accountability of ammunition.
2. Direct the implementation of explosive safety and environmental compliance programs.
3. Direct the implementation of an Ammunition Storage Area Security Program.
4. Ensure safe handling and shipment procedures are followed.
5. Ensure minor maintenance of ammunition is conducted.
6. Ensure serviceability of MHE, hand tools, and fire fighting equipment.
7. Ensure fire bills and fire maps are developed.
8. Ensure compliance with all site approvals, waivers, and exemptions, as required.
9. Ensure standard operating procedures (SOP) for ammunition operations are developed and followed.
10. Review the submission of waivers, exemptions and site approvals.
11. Develop fire bills and fire maps.

PREREQUISITE EVENTS:

2311-RSSI-1401	2311-RSSI-1402	2311-RSSI-1403
2311-RSSI-1405	2311-ADMN-1003	2311-RSSI-1406
2311-CSSO-1103	2311-ADMN-1004	2311-ADMN-1005
2311-ADMN-1006	2311-ADMN-1007	2311-RSSI-1408
2311-RSSI-1409	2311-ADMN-1008	2311-RSSI-2403
2311-RSSI-1410		

REFERENCES:

1. CFR 49 Code of Federal Regulations - Transportation
2. DOD 6055.9 Department of Defense Explosives Safety Manual
3. MCO 8023.3A Personnel Qualification and Certification Program for Class V Ammunition and Explosives
4. MCO P4030.19 Preparation of Hazardous Material for Military Air Shipment
5. MCO P8020.10A Marine Corps Ammunition Management and Explosives Policy Manual
6. NAVSEA SWO20-AC-SAF-010 Transportation and Storage Data for Ammunition, Explosives and Related Hazardous Materials
7. NAVSEA SWO20-AF-HBK-010 Motor Vehicle Driver and Shipping Inspector's Manual for Ammunition, Explosives, and Related Hazardous Materials
8. NAVSEA SWO20-AG-SAF-010 Navy Transportation Safety Handbook for Ammunition, Explosives and related Hazardous Materials
9. NAVSEAINST 8023.11 S.O.P for the Processing of Expendable Ordnance at Navy and Marine Corps Activities
10. OP 5, Vol 1 Ammunition and Explosives Ashore Safety Regulations for Handling, Storing, Production, Renovation and Shipping

11. OPNAVINST 5530-13C Department of the Navy Physical Security Instruction for Conventional Arms, Ammunition, and Explosives (AA&E)
12. OPNAVINST 5530.14C Navy Physical Security Manual
13. TM 9-243 COMMON TOOLS MANUAL
14. UM 4400-15 Marine Corps User Manual (Organic Property Control)

MISCELLANEOUS:

SPECIAL PERSONNEL CERTS: Personnel should be qualified and certified at the appropriate level pursuant to MCO 8023 SERIES, and complete Ammo-51 course.

FUNCTIONAL AREA: PHYSICAL SECURITY

2340-PS-2501: Develop an Ammunition Security Program

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: This event addresses the requirement for an Ammunition Officer to develop and ammunition security program for the organization.

BILLETS: Commanding Officer, Liaison Officer, OIC Ammunition Supply Point, Operations Officer, Storage Officer Ammunition supply Point

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the responsibility of developing a Physical security program for an ammunition storage area and the references.

STANDARD: To ensure the Physical security of the ammunition stockpile.

PERFORMANCE STEPS:

1. Determine ammunition security requirements.
2. Coordinate ammunition storage area Security Plan with the external security organizations.
3. Implement required security measures.
4. Inspect ammunition security program for deficiencies.
5. Correct security program deficiencies.

REFERENCES:

1. DOD 5100.76M Physical Security of Sensitive Conventional Arms
 2. MCO 5530 Marine Corps Physical Security Program Manual
 3. MCO 5500.6 Arming of Security and Law Enforcement (LE) Personnel and The Use of Force
 4. MCO P8020.10A Marine Corps Ammunition Management and Explosives Policy Manual
 5. NAVSEA OP 5, VOL 3 Ammunition and Explosives Ashore; Advanced Bases
 6. NAVSEA SWO20-AC-SAF-010 Transportation and Storage Data for Ammunition, Explosives and Related Hazardous Materials
 7. OP 5, Vol 1 Ammunition and Explosives Ashore Safety Regulations for Handling, Storing, Production, Renovation and Shipping
 8. OPNAVINST 5530.13C Department of the Navy Physical Security Instruction for Conventional Arms, Ammunition, and Explosives (AA&E)
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APPENDIX A

BILLETS REQUIRING FORMAL SCHOOLING

BASE EXPLOSIVES SAFETY OFFICER

- THOSE DEFINED IN NAVSEA OP 5
- TECHNICAL TRANSPORTATION OF HAZARDOUS MATERIALS

ISSUES/SEGS NCO

- MOTOR VEHICLE RAIL CAR INSPECTORS COURSE
- NAVY AND MARINE CORPS CONVENTIONAL AMMUNITION SENTENCING COURSE

PACKAGING NCO

- BLOCKING AND BRACING COURSE
- MOTOR VEHICLE RAIL CAR INSPECTORS COURSE
- 1387-2 PREPARATION COURSE
- INTERMODAL DRY CONTAINER/CONVENTION FOR SAFE CONTAINER (CSC)
RE-INSPECTION (AMMO-43)

RECORDS SUPERVISOR

- ROLMS SUPERVISORY LEVEL COURSE

MEF/MARFOR AMMO OFFICER CHIEF

- ALOC/TLOC
- MPF STAFF PLANNERS COURSE
- JOINT PLANNING AND EXECUTION SYSTEM (JOPES) SUPPORT PERSONNEL COURSE
- AMMUNITION MANAGERS COURSE
- ADVANCED AMMUNITION MANAGERS COURSE

OIC ASP/SNCOIC

- FACILITIES MANAGEMENT
- EXPLOSIVES FACILITY SITE PLANNING
- EXPLOSIVES SAFETY OFFICER ORIENTATION/REFRESHER COURSE
- ELECTRICAL EXPLOSIVES SAFETY FOR NAVAL FACILITIES (AMMO 29)
- AMMUNITION MANAGERS COURSE
- ADVANCED AMMUNITION MANAGERS COURSE

STORAGE CHIEF/OFFICER

- ELECTRICAL EXPLOSIVES SAFETY COURSE
- FACILITIES MANAGEMENT
- EXPLOSIVES FACILITY SITE PLANNING
- EXPLOSIVES SAFETY OFFICER ORIENTATION/REFRESHER COURSE
- NAVY AND MARINE CORPS CONVENTIONAL AMMUNITION SENTANCING COURSE

HQMC ACQUISITION OFFICER/STAFF NCO

- ACQUISITION 101
- ACQUISITION 201
- PROGRAM MANAGER 250
- AMMUNITION MANAGERS COURSE
- ADVANCED AMMUNITION MANAGERS COURSE
- MCLNO JMC/PEO-AMMO
- ASSISTANT PROGRAM MANAGER

APPENDIX B

AMMUNITION COURSES

The following courses are a combination of computer-based and classroom training which are designed to either certify Marines to execute their duties, or broaden their general ammunition knowledge. The courses are available through the U.S. Army Defense Ammunition Center, Attn: SJMAC-ASE, 1 C Tree Road, McAlester, OK 74501. WEB address: <https://www3.dac.army.mil>. DSN: 956-8967.

AMMO-1 - Conventional Ammunition Orientation
AMMO-4 - Ammunition Demilitarization
AMMO-5 - Ammunition Facilities
AMMO-10 - Ammunition Quality Assurance (AMMO-12) - Ammunition Storage
AMMO-13 - Ammunition Supply and Inventory
AMMO-14 - Ammunition Surveillance
AMMO-18 - Basics of Naval Explosives Hazard Control
AMMO-19 - Chemical Accident/Incident Response and Assistance Operations
AMMO-20 - Chemical Agent Safety
AMMO-27 - Conventional Ammunition Radiation Hazards
AMMO-28 - Electrical Explosives Safety for Army Facilities
AMMO-29 - Electrical Explosives Safety for Naval Facilities
AMMO-31 - Environmental Considerations for Ammunition Personnel
AMMO-33 - Explosives Safety & Environmental Risk Management
AMMO-36 - Explosives Safety for Naval Facility Planning
AMMO-37 - General Transportation of Hazardous Materials
AMMO-43 - Intermodal Dry Cargo Container CSC Reinspection
AMMO-45 - Introduction to Ammunition
AMMO-49 - Naval Explosives Safety Managers/Supervisors Orientation
AMMO-50 - Naval Laboratory Explosives Safety
AMMO-51 - Naval Motor Vehicle & Railcar Inspection
AMMO-53 - Ammunition Production and Maintenance
AMMO-54 - Risk Management and Preparation of Standing Operating Procedures (SOP) for Ammunition and Explosives Operations
AMMO-55 - Quality Assurance for Toxic Chemical Munitions
AMMO-58 - Service Response Force Commander
AMMO-60 - Technical Ammunition
AMMO-61 - Technical Chemical Surety Materiel
AMMO-62 - Technical Transportation of Hazardous Materials
AMMO-63 - U.S. Army Explosives Safety
AMMO-64 - Class V Issue, Turn-In and Residue Processing Procedures
AMMO-65 - DOD Contractor's Explosives Safety Standards
AMMO-66 - Radioactive Material Handling Safety
AMMO-66-7 - The LORAD X-ray Machine
AMMO-67 - HAZMAT Familiarization and Safety in Transportation
AMMO-68 - Military Munitions Rule 2 (MR2)
AMMO-69 - Shipboard Explosives Safety
AMMO-71 - Tools & Equipment
AMMO-74 - Explosives Safety Officer Orientation/Refresher Course
AMMO-75 - Ammunition Physical Security
AMMO-82 - Introduction to Explosives Safety Quantity-Distance

APPENDIX C

PROFESSIONAL READING

PM-AMMO AMMUNITION QUARTERLY

ARMY AMMUNITION QUARTERLY

EXPLOSIVE SAFETY BULLETIN

WEAPONS AND EXPLOSIVES SAFETY

DIVISIONS AMMUNITION NEWSLETTERS